

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Family Development Coordinator
Division: Early Head Start/Head Start
Reports To: Operations and Development Director
FLSA Status: Exempt
Revision Date: January 29, 2019
Job Classification: Grade 6

SUMMARY

The Family Development Coordinator is responsible for implementing a Family & Community Partnership Plan that meets the needs of each child and family while complying with all federal, state, local and agency requirements and standards. The Family Development Coordinator is responsible for the overall coordination of the volunteer efforts throughout the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for achieving outcomes set annually by director and employee.
2. Maintains a master file of community partnership agreements with written agreements with community partners/collaborations that serve our families. These agreements will be updated annually.
3. Develops professional partnerships with community organizations to provide quality services through referrals, trainings, and community organizations to provide quality services through referrals, trainings, and additional services to the families we serve.
4. Shares information about the program with community programs and provides resource materials for distribution to staff and parents to ensure that families have access to comprehensive information about community resources.
5. Trains Early Head Start and Head Start staff in transition procedures to ensure the transition process goes smoothly for families.
6. Reviews the Individual Family Transition Plans and contacts staff who needs to be involved in the transition process for families who need additional services.
7. Reviews and revises transition checklist annually to update changes and reviews files to ensure that all services are provided to transitioning children and families.
8. Provides regular updates/reports on transition children and assists with setting transition meetings when necessary to ensure coordinators are aware of children transitioning with special needs or services.
9. Develops and refines effective methods and techniques for involving parents in the program.
10. Develops systems to individualize and plan with family engagement staff and families to provide quality socializations and parent meetings that meet the expressed needs of families and are an extension of the parenting curriculum.
11. Ensures that parent involvement/education activities that are provided meet the group and individual needs and works with staff to provide opportunities for families/parents to work together as well as in community activities.
12. Ensures goals and referrals are documented they effectively meet the family's needs.
13. Trains staff and child care partners in accumulating non-federal share match/in-kind by involving family members as volunteers in their child's learning environment.
14. Reviews and documents families' involvement through volunteering to increase their child's development and provide in-kind received on a monthly basis and sends to Program Assistants for entry into child tracking system.
15. Compiles a monthly summary of in-kind activities for reporting to director, supervisors, and staff.
16. Provides new staff training in the family and community services component to ensure that staff has the necessary tools to meet the family's needs and goals to improve outcomes.

17. Develops a comprehensive Family Partnership Service Plan based on Head Start Performance Standards and provides policies, procedures and strategies for meeting the individualized needs of families who are enrolled in the program.
18. Ensures that the Family Partnership Service Plan is integrated with all other services and monitors referral and goal follow up to ensure family's needs are met as well as program standards are implemented.
19. Develops and revises the family satisfaction survey, utilizing team members for assistance when needed.
20. Develops the Parent Handbook annually with policies and procedures for families and updates as necessary to comply with changes in performance standards.
21. Obtains resources, such as free or low-cost books, materials, services, and activities to improve family literacy and increase access to materials, services and activities essential to family literacy.
22. Observes performance of staff providing family and community partnerships and provides ongoing training and technical assistance opportunities to home visitors and improves or develops competencies to improve their proficiency to provide necessary services to families.
23. Sets up and coordinates food for monthly Policy Council meetings and coordinates childcare so parents have a safe environment to leave children and attend to the business of Head Start/Early Head Start.
24. Utilizes computer generated reports from the child tracking system to monitor family and community partnership issues and to inform the director about the areas that are not in compliance.
25. Reviews child files regularly and provides corrective actions to ensure compliance with funding sources and compiles a Center Visit Report in the child tracking system to inform the supervisor of any areas of concern based on a review of the child files.
26. Monitors and follows up on referrals with each family to determine whether the type, quality and timeliness of the services received met the families' expectations and circumstances.

SUPERVISORY RESPONSIBILITIES

This position supervises the Family Development Specialist.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's or advance degree in social work, sociology, psychology, human services, family services, counseling, or a related field.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Must be able to handle multiple projects simultaneously

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver’s license, reliable transportation and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand or walk and taste or smell. The employee must regularly lift and/or carry up to 25 pounds. The employee will have light physical activity performing non-strenuous daily activities of an administrative nature. The employee must have manual dexterity sufficient to reach/handle items and work with the fingers. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of these an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is moderate.

Employee Signature

Date

Employee Name