

York County Community Action Corp.

Children's Services

FAMILY ENGAGEMENT/ERSEA MANAGER

Job Description

REPORTS TO: Director of Children's Services

STATUS: Non-Exempt, Full Time

PAY GRADE: 7

EMPLOYMENT PERIOD: 52 weeks per year/ 40 hours a week

PURPOSE: The Family Engagement/ERSEA Manager functions as a management team member under the direction of the Director of Children's Services, and provides direction and leadership for the Content Areas of Family Engagement, ERSEA and supports the Health Component. The Family Engagement/ERSEA Manager ensures the agency's full compliance with the Head Start Performance Standards. Initiates, nurtures and maintains linkages with community partners as a means to advance YCCAC's mission in our client-centered environment. This person must be willing to travel and have own vehicle.

RESPONSIBILITIES:

1. Assures implementation of all program goals and objectives, as specified, Performance Standards, and YCCAC policies
2. Provides guidance and supervision to the ERSEA Coordinator
3. Provides oversight and supervision to the Family Engagement Coordinator and Family Liaisons
4. Reviews and signs off on all eligibility verification forms, when possible
5. Completes placement of children according to the program's Eligibility and Selection Criteria Policy and federal mandates
6. Assures that federal and state enrollments reports are filed with accuracy and meet deadlines
7. Provides support for parent training with family engagement staff and consultants
8. Works in collaboration with the Children's Services Leadership team for planning, meetings, and trainings
9. Meets regularly as part of management staff
10. Meets regularly with the Director of Children's Services for supervision and support
11. Plans for periodic visits at each center to discuss families, observe Family Linkz Meetings (Parent Meetings), home/center visits, provide support, etc.
12. Attends Child and Family Review Meetings by request from Center Managers/Supervisors and center staff members
13. Acts as a resource for all staff around Family Services and Parent/Family/Community Engagement.
14. Completes on-going monitoring, as outlined in the monitoring plan, and shares results with staff members as appropriate
15. Meets quarterly, and as needed, with the self-assessment team
16. Reviews, analyzes, and share progress on program goals and desired outcomes
17. Oversees all reports of suspected child abuse and neglect instances, updates working agreement with the Department of Human Services
18. Acts as a Portfolio Advisor and Instructor for staff members who are enrolled in the Family Development Credential Course, if needed

19. Works in partnership with all managers, coordinators and supervisors to support staff
20. Reviews Family Partnership Agreements and Family Outcomes, in detail as part of supervision meetings and support
21. Participates in hiring and new staff orientation, as requested
22. Assists in keeping common areas and equipment neat and clean
23. Adheres to all program and agency policies
24. Assists in the assurance of effective Head Start representation and advocacy on local board, committees, and task forces through participation with other community agencies under the direction of the Director of Children's Services
25. Completes other tasks as assigned, or as necessary to fulfill the position

In order to meet the needs of families and the program, staff must be available in the evenings for parent meetings, recruitment efforts, home visits, etc., as necessary.

In order to meet the Head Start mandates for the completion of health requirements, staff will be responsible for transporting children and families to appointments in an agency vehicle after all other resources have been exhausted.

Staff must show proof of a valid license and insurance annually.

Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations

QUALIFICATIONS:

1. Bachelor's degree in Social Services or related field;
2. At least three years management experience including supervision of staff;
3. Good working knowledge of social service systems, family dynamics, intervention strategies and local resource;
4. Knowledge of Head Start ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) and health requirements is desired;
5. Data input experience;
6. The Family Engagement/ERSEA Manager must have completed the Family Development Credential Instructor Training Course or be willing to complete the course within one year of hire and Maintain Instructor status.
7. Ability to effectively motivate and supervise employees with diverse capabilities and jobs;
8. Strong written and oral communication skills, as well as general management ability;
9. Must not have an active record of the System for Award Management (SAM) website;

- 10. Proficient in Microsoft Office Suite, including Outlook;
- 11. Confidentiality is a requirement of this position;
- 12. Willingness and ability to travel occasionally in and out of state.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

- 1. Follow established standard and safety precautions in the performance of all duties.
- 2. Report to the Facilities Manager any hazardous condition or equipment immediately.
- 3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	F	N (Not applicable)
Carrying	<input type="radio"/>	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	40 lbs. or less	O	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Family Engagement/ERSEA Manager** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the Family Engagement/ERSEA Manager. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

Employee (print) name

Employee' Signature

Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

Supervisor's Signature

Date