

Family Engagement/ERSEA Manager

Do you have a passion to make a difference while positively impacting the lives of young children and their families?

Visit our website at <https://yccac.org/join-our-staff/> to complete an application.

Why join our team:

“Head Start really does make a difference in our community. I see it impact families directly. It has impacted me; it has made a difference in my life. Where else can you be greeted with smiles and hugs on a daily basis? It’s fantastic!” – Early Childhood Education Coordinator

- We partner with families of young children (zero to five) in York County to offer a comprehensive program that includes education, health and well-being.
- **We value our positive team environment by:**
 - Encouraging open communication and ongoing supervision
 - Providing thorough orientation and training
 - Supporting growth opportunities with financial funding
- **What we offer:**
 - Health, dental, vision and life insurance
 - Retirement benefits and match
 - Health Reimbursement and Flexible Spending Accounts
 - Paid time off and holidays
 - Employee Assistance Program
 - Educational assistance

About this position:

- **Location:** Sanford
- **Schedule:** Monday-Friday, 40 hours/week; 52 weeks/year

Educational Requirements & Experience:

- Bachelor’s degree in Social Services or related field.
- At least three years management experience including supervision of staff.
- Knowledge of Head Start ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) and health requirements is desired.
- 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.
- Proficiency in Microsoft Office Suite, including Outlook; Data input experience.
- Ability to effectively motivate and supervise employees with diverse capabilities and jobs.
- Must not have an active record of the System for Award Management (SAM) website.

Responsibilities:

- Assures implementation of all program goals and objectives, as specified, Performance Standards, and YCCAC policies.
- Provides guidance and supervision to the ERSEA Coordinator; Provides oversight and supervision to the Family Engagement Coordinator, Coaches and Family Liaisons.
- Assures that federal and state enrollments reports are filed with accuracy and meet deadlines.
- Completes on-going monitoring, as outlined in the monitoring plan, and shares results with staff members as appropriate.
- Oversees all reports of suspected child abuse and neglect instances, updates working agreement with the Department of Human Services.
- Works in partnership with all managers, coordinators and supervisors to support staff.

How to apply:

- Visit our web site at <https://yccac.org/join-our-staff/> to complete an application. Completed resumes and applications will be accepted October 29, 2021.
- Apply@yccac.org
- (207)324-5762 or 1-800-965-5762 Fax (207)459-2838
- York County Community Action – 6 Spruce Street, P.O. Box 72, Sanford, ME 04073

EOE

