



Tri-County Community *Action Partnership* Position Description

Position Title: Family Engagement Manager	
Department: Head Start/ Early Head Start	Status: Full-time/Exempt
Pay Grade: Grade 10/Non-Union	Location: Brainerd
Position Reports to: Prenatal-5 Head Start Program Director	

Mission Statement

“TCC engages the entire community to listen to and partner with low income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary

The Family Engagement Manager applies professional expertise in parent, family engagement, working in cooperation with all other disciplines (Child Development/Disabilities, Health, Mental Health, Nutrition and Administration) in order to provide internal consulting services, training and compliance monitoring. The Family Community Engagement Consultant will assure that adequate training is provided to parents and staff and that site reviews are completed to monitor program compliance with Head Start Performance Standards.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

- Coordinate and assist in public relations, parent involvement, and cultural competency to promote the Head Start program.
- Develop and distribute materials in areas of specialization, which include community resources, child abuse prevention, and parenting education,
- Facilitate and provide support to the Head Start Policy Council to ensure compliance to the Head Start Performance Standards and Head Start ACT.
- Debrief with staff around issues related to child abuse, domestic violence, follow-up on family health/wellness and diversity issues.
- Provide information, referral and coordinating efforts to link staff and families with appropriate community resources.
- Collaborate with community organizations to collect and disseminate additional information, and to arrange ancillary training and services.
- Ensure implementation of training at monthly Family Service Workers/Home Visitor meetings, and Teacher meetings as needed.
- Utilize data to determine training needs.
- Participate in the planning and implementation of the annual self-assessment process.
- Provide assistance and consultation to assure that written policies and procedures are kept current.
- Attend interagency, organizational and committee meetings as appropriate.
- Collaborate with outside agencies to advocate for the needs of Head Start families.
- Supervise, train, direct and evaluate the Lead Family Service Worker and other assigned positions.
- Perform other duties as requested.
- Monitors Family Partnership Agreements; home visits; case management; parent meetings and trainings; child abuse reports; statistics; cultural compliance; and other social aspects of the Family Service Worker duties.
- Monitors compliance to PCFE goals.
- Compile, monitor, and analyze PCFE data to develop Result Driven Quality Improvement Plans.
- Provide Community outreach; developing relationships with community members to enhance public awareness of Early Head Start/Head Start to ensure the program remains accessible within communities.

Qualifications

- Bachelor's degree is required.
- A minimum of one year of experience in providing work direction to staff is required. Additional experience is preferred.
- In addition to the education and experience requirements, the Family Engagement Manager needs to possess an understanding of collaborative approaches to delivering early childhood and family services and demonstrate an ability to work cooperatively with community professionals, program staff, and parents.
- The Family Engagement Manager is expected to maintain a commitment to keep current in the profession including academic coursework.

Physical Requirements

- This position includes light work, lifting to 20 pounds, with frequent lifting/carrying of objects weighing up to 10 pounds.
- Hear and speak to use telephone and/or communicate with people inside and outside the organization.
- Able to effectively verbally and orally communicate in the English language including following oral and written instructions.
- Sit at a desk for extended periods of time and perform work sitting at a computer.
- Stand and walk around the organization repeatedly throughout the day.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.
- Able to work a flexible work schedule, nights and weekends on occasion including attending events/meetings as needed.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date