



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Head Start/Early Head Start Status: Non-exempt
Position Title: Family Partnership Coordinator Grade Level: E
Supervisor: Head Start/Early Head Start Director

Management Approval: _____ Date: _____
Supervisor Signature: _____ Date: _____
Employee Signature: _____ Date: _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Manages Family and Community Partnerships, Transportation and Mental Health component areas. Assist with the family partnership component of the Home Base program. Manage the recruitment, intake process, and establishment of family and community partnership agreements. Build community and public relations representing the Head Start Program. Utilize resources to ensure optimum benefit of Head Start and Early Head Start participants and family members.

B. SPECIFIC JOB RESPONSIBILITIES:

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the agency and programs and direction of the programs.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Assists in the development and support of Personnel Policies, Procedures and job descriptions.
5. Identifies professional, organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
6. Maintains staff, client and agency wide confidentiality at all times.
7. Serves as liaison between departments within the agency and outside agencies and programs to fulfill the mission of the agency.
8. Develops and writes components of the grant as assigned by the Director.
9. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
10. Attends meetings, workshops, and training sessions as approved by the Program Director.
11. Participates on program related committees as approved by the Program Director.
12. Is required to travel by ground or air to meetings, conferences, trainings, etc.
13. Monitors all volunteers and clients within the department.
14. Assists with general training within the department.
15. Continues professional growth through educational and training experiences in their field.
16. Assist Program Director with developing the annual community needs assessment by providing community information as requested.
17. Develops recommended Family and Community Partnership and Busing policy considerations for Head Start and Early Head Start and presents the considerations at appropriate meetings.
18. Ensures all required standards are maintained for the Head Start and Early Head Start Program.
19. Establishes and facilitates Family & Community Partnership Committee.
20. With the assistance of the Program Assistant, oversees the busing services for the Head Start program.
21. Responsible for recruitment, Intake and enrollment processes, including individual parent registration and maintenance of waiting lists.
22. Prepares for and coordinates Family and Community Partnership/ERSEA, Mental Health, and Transportation Program Self-assessment with the assistance of the Head Start Director.

23. Schedules regular meetings with the Front Office, Family Partnership, Busing, and Home Base staff to review program operation and obtain their input into the development and implementation of related policies and procedures.
24. Supervises scheduling of mental health staffing with the Head Start and Early Head Start staff and contracted mental health professionals.
25. Monitors attendance of Head Start and Early Head Start participants and ensures that analysis is submitted to Head Start Director by department staff.
26. Prepares and maintains monthly Key Indicators and Program Summaries.
27. With assistance from the Family Partnership Case Manager, completes family assessments, referrals and follow up and develops Family Partnership Agreements with the Head Start and Early Head Start participants.
28. Shares responsibility for planning Parent Committee meetings and parent involvement activities with other Head Start and Early Head Start program coordinators.
29. Assumes responsibility for planning Fatherhood activities for Head Start and Early Head Start participants.
30. With assistance from the Family Partnership Case Manager, provides case management services to Head Start and Early Head Start families.
31. Incorporates the Relationship-Based Competencies (RBCs) set forth by the Office of Head Start (OHS) and the Parent, Family, and Community Engagement (PFCE) Framework to guide the Family Partnership work with Head Start/Early Head Start families
 - a. Positive, goal-orientated relationships
 - b. Self aware and culturally responsive relationships
 - c. Family well-being and families as learners
 - d. Parent-child relationships and families as lifelong educators
 - e. Family connections to peers and community
 - f. Coordinated, integrated and comprehensive services
 - g. Family access to community resources
 - h. Data driven services and systems for continuous improvement
 - i. Foundations for professional growth

C. SUPERVISORY RESPONSIBILITIES:

1. Assists with Human Resource activities to include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination.
2. Supervises staff performance and progress within the Busing and Family Partnership components. Completes performance evaluations in a timely manner with input from other Coordinators.
3. Supervises staff by clarifying expectations, level of authority, accountability and responsibility.

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. BA/BS in Social Work, Human Services or related field.
2. Two years full-time experience working in case management, children and family services.
3. Past supervisory experience.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Experience in planning, and presenting workshops, group informational presentations and media packets/recordings.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Proficient with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
10. Current CPR and First Aid Certification within one year.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 25 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoor in controlled and uncontrolled environments. High stress situations. Position may require the need to work non-traditional work hours.