

SHASTA HEAD START CHILD DEVELOPMENT, INC

Family Services Manager

Supervisor: Deputy Director

Classification: Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

The Family and Community Partnerships Manager is responsible for planning and administering program services for children and families. Services must be coordinated with staff in other program content areas and must include ongoing assessment of the quality of services provided.

Essential Duties and Responsibilities

- Plan, develop and administer the SHS Family Services program area, ensuring an integrated and comprehensive system of services for children and families.
- Provide training and guidance to staff, parents, and community members on a variety of pertinent topics in the area of family and community partnership.
- Ensure on-going monitoring, tracking, follow-up and analysis of family and community services, including attendance and PFCE outcomes.
- Maintain record keeping and reporting systems, including service area plan, schedules, timelines policies and procedures for family and community partnership services in accordance with Head Start Performance Standards and applicable laws and regulations.
- Oversee implementation of the PFCE framework to ensure systematic processes and procedures.
- Ensure coordination of communication with staff, parents, program consultants and community to enhance services to children and families.
- Supervise and oversee work tasks and activities within the Family and Community Partnership department to ensure the full delivery of integrated service.
- Collaborate with state and community partners for recruitment to enhance SHS family services.
- Ensure effective transition planning for children families.
- Assist in planning and preparing special events or activities.
- On-going professional development through education, role modeling, mentoring, and training.
- Ability to travel throughout Shasta Head Start catchment area on a regular basis

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.

- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.
- Ability to work as a positive team member.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Knowledge of infant and toddler development, adult learning and classroom facilitation and learning.

Education

Minimum

Bachelor’s degree in family services, psychology, sociology or related field

Training and Experience

Minimum

Two years relevant experience in social services, family services or related field.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of 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 sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

 Employee (Print)

 Employee Signature

 Date

 Supervisors Signature

 Date

 Supervisors Title