

Family and Community Partnerships Coordinator

Job Description

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| Department: | Early Head Start |
| Reports To: | Assistant Director Outreach & Enrollment |
| Salary Range: | \$19.06 - \$19.78 p/hour (DOE) – non-exempt |

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children and staff. The Coordinator is positive, open to receive and provide constructive feedback.
- Demonstrate adaptability by embracing change as an opportunity for improvement, not as a barrier. The Coordinator is flexible, open to new working methods and is taking continuous initiatives to adapt to Denise Louie's fast-paced environment.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation. Takes the initiative to identify and address opportunities for professional development.
- Maintain positive, compassionate and respectful working relationships with families and employees from a diverse cultural background.
- Demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. The individual is reliable, meeting both individual and agency goals on time.
- Display respect by communicating with staff, families and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives and support children on their individual growth plans.
- Demonstrate a passion for the community served, and the mission and values of Denise Louie. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.
- Proactively seek new opportunities to learn and develop new skill-sets in response to a changing environment. Committed to learn new things and becoming knowledgeable in the field to meet the needs of families and children.

Skills, Competencies, and Experience

- Bachelor's degree in a related field such as: Social Work, Sociology, Early Childhood Education, or Psychology, from an accredited institution.
 - Prior experience working with families or children in connecting them to community resources.
 - Prior experience planning activities for infants/toddlers and their families.
 - Excellent computer proficiencies.
 - Experience in creating detailed tracking, monitoring and reporting systems that drive program decision making. Excellent attention to detail.
 - Demonstrated experience in organizing and implementing successful events.
 - Excellent oral and written communication skills. Able to speak before small and large groups: answer questions and give program information.
 - Valid Washington State Driver's License and daily access to a personal, legally licensed vehicle with proof of current automobile insurance.
 - Able to have flexible work schedule including some evening hours and occasional weekend hours.
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Accountabilities

Family Partnership Building

- Ensure staff is trained to use the Strengths and Needs Assessment, goal setting forms and progress tracking tools for family goals. Monitor family goals and completion timelines.
- Consult with staff about family services and community resources.
- Gather and share information about community resources and events.
- Monitor development and progress of family goals. Provide monthly reports on goal status, assessment completion and resources provided.
- Provide orientation and training for program staff, and provide guidance and support as staff complete their daily work.
- Plan group trainings, round-table discussions, and participate in check-in meetings, and file reviews to provide information, resources, opportunities for discussion and monitoring of services.
- Foster a work environment that encourages teamwork, creative thinking and quality service.
- Help staff understand and practice ethical standards and personal boundaries in their work.
- Ensure compliance with all Head Start Performance Standards related to Health, Safety, Family and Community Partnerships are met.
- Collaborate with ERSEA and Family Service teams to create a yearly Outreach Service Plan.
- Other duties as required.

Community Partnership Building, Outreach, and Recruitment

- Develop relationships with social service agencies and participate in community committees/organizations, projects and informational fairs to recruit new families and provide current resources for enrolled families.
- Maintain an active presence in the community and look for ways to develop collaborative projects and relationships within the community.
- Develop, implement, and evaluate a work plan and timeline for recruitment and outreach.
- Maintain the Community Outreach Log.
- Establish and maintain working relationships with community agencies for referrals for potential children and their families.
- Create an active, ongoing process to inform, recruit, support and facilitate the DLEC enrollment process for children and their families in our community.
- Participate in interagency and staffing meetings.
- Maintain current Resource Binders and continually update established Intranet page.

Parent Involvement

- Encourage active and meaningful parent input in all aspects of the program.
- Work to remove barriers to parent involvement in program activities.
- Develop ways to identify and develop leaders among enrolled parents.
- Facilitate election of parents to serve on Policy Council.
- Organize quarterly Parent Advisory Group. Identify and encourage parents to become involved in program planning, decision making, volunteer activities and evaluation of EHS.
- Track all parent goals, Family Assessment data. Create monthly reports from aggregated data.

Socializations

- Work with Nutrition Consultant on meal planning for socializations.
- Assist/cook for socializations and parent nights.
- Prepare flyers and sign-in sheets for events.
- Schedule and facilitate a monthly Socialization Planning Group with home visitors.
- Transport and sets up sites for socializations and parent nights.
- Develop a monthly socialization calendar and materials such as flyers and handbooks.
- Recruit families, maintains full enrollment, and track attendance records for socializations.
- Prepares and analyzes reports as requested about socialization activities and participation.
- Tally all Parent Interest Surveys to develop yearly Parent Training Schedule.
- Plan, present and arrange group sessions and classes for parents following EHS Parent Training Schedule.
- Other duties as assigned.