

Family Engagement Specialist (Ridgeline)

In order to support families as lifelong educators, family engagement in transition and positive parent-child relationships, the Family Engagement Specialist coordinates family education events for the agency, facilitates KCI's parenting curriculum and provides staff support and training on family engagement strategies. The Family Engagement Specialist also works as a Family Advocate to promote family wellness and parent engagement by developing positive goal-oriented relationships with families, partners with families to initiate and implement the family partnership process and assist families to establish child development and family life practice goals to foster school readiness and life skills.

ESSENTIAL FUNCTIONS

Key Performance Area—Parent Engagement

- Gathers data using a variety of methods and tracks parent interest on training topics to plan monthly agency parent education events
- Trains Family Advocates annually on strategies to partner with families and promote agency events (parent education activities, PCM events, etc.)
- Participates in the Family Services Advisory Committee
- Coordinates parent focus/interview groups for annual self-assessment process as requested by management

Key Performance Area—Kindergarten Transition

- In collaboration with other Family & Community Engagement Specialists, coordinates Alternative Schools information night and Kindergarten Transition information night
- Leads agency promotion of ASD Visit our Schools Month
- Leads agency promotion ASD kindergarten round up events
- Conducts parent interviews on the transition to kindergarten process and compiles gathered information into a report as requested by management

Key Performance Area—Parent and Staff Training

- Facilitates the Circle of Security or Conscious Discipline parenting curriculum twice per program year (or more as needed)
- Participates in the Conscious Discipline Action Team and completes objectives and expectations set from meetings
- Coordinates parent education events by selecting topics based on parent interest, establishing objectives and agendas, scheduling presenters, creating promotional materials and collecting family feedback from each event
- Leads Family Advocates in targeting process for parent education activities and debrief with family services staff after each event to evaluate success
- Serves as a peer navigator to orient and onboard new Family Advocates

Key Performance Area-Enrollment Assistance

- Provides assistance to the ERSEA Specialist during the months of June, July & August
- Assists with families who visit the facilities, telephone for information, and apply for the Head Start program by familiarizing them with the program and the application process
- Assists with community requests for information regarding the program
- Initiates follow-up with families needing to submit further documentation
- Informs families of their eligibility status over the phone and/or in writing
- Conducts Eligibility interviews as needed

Family Engagement Specialist (Ridgeline)

- Tracks enrollments conducted and follow up with families who have started the enrollment process to ensure all paperwork is complete and all health documents are received prior to the child's first day of attendance

Key Performance Area – Family Partnership Building

Family Partnerships:

- Initiates the Family Partnership Agreement by helping to identify goals and resources available to assist in reaching the goals
- Provides resource referrals as needed and/or requested and complete follow-up to see if families received service and if the resource referral met their needs
- Facilitates the staffing process to assist program staff in understanding and identifying family needs and work collaboratively to identify approaches to solving issues and develop follow up plans
- Assures crisis intervention services as needed
- Provides transition support as families move into and out of the Head Start program
- Monitors progress toward Family Partnership goals and document and update regularly (monthly preferred)
- Participates in the referral processes (disabilities services, health, individual family services plans) as needed
- Works with families to ensure children's physical exams, dental exams, and immunizations are current and that KCI has appropriate documentation of each.
- Works with families to ensure evaluation and treatment for identified health concerns (hearing, vision, dental referrals, etc.)
- Assists families to establish medical and dental homes and apply for Denali Kid Care or Medicaid when necessary
- Maintains appropriate professional boundaries in relationships with families
- Provides family services coverage in the event of a Family Advocate vacancy

School Readiness

- Assists families to establish child development and/or family life practice goals
- Provides families with resources and activities to help them reach child development and/or family life practice goals
- Provides parent-child activities to foster positive parent-child relationships and help parents embrace their role as their child's first and most important teacher
- Promotes family participation in the Imagination Library

Parent Involvement:

- Assists parents in identifying how to participate in Head Start
- Encourages families' involvement in program decision making by informing them about various groups (policy council, service area advisory committees), by extending personal invitations to meetings, arranging necessary transportation, and debriefing with families after meetings
- Provides targeted invitations to families on topics they have expressed an interest in or relate to the child or family goals
- Assists families in the process of transitioning to kindergarten by providing information on the transition process and activities to help children prepare for the transition
- Attends Parent Committee Meetings and assist families and staff in planning their content

Key Performance Area – Community Partnerships

Current resources and community connections:

Family Engagement Specialist (Ridgeline)

- Maintains currency of knowledge with regard resources available in the community
- Assures awareness of Kids' Corps, Inc. by familiarizing local service agencies with our services to families and children through community gatherings, meetings, training sessions, etc.

Key Performance Area – Classroom

- Assists in assigned classroom on a regular schedule for 1.5 hours each week
- Maintains familiarity with classroom activities, individualization, and curriculum in order to fully assist parents in understanding their child's development and progress

Key Performance Area – Work Habits and Practices

- Reports to work, on a regular basis, as scheduled
- Functions as an effective team member
- Demonstrates a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continues to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Maintains confidentiality of program information, staff information, and participant information
- Attends and participate in staff meetings and training sessions
- Demonstrates professional conduct and behavior
- Accepts responsibility for seeking assistance and guidance when needed to effectively perform duties
- Incorporates constructive direction from supervisor to improve job performance
- Accepts responsibility for quality job performance and make changes as needed

Key Performance Area – Communication and Record Keeping

- Assures continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conduct communication in an effective, respectful, timely, and supportive manner
- Prepares and provides timely and accurate written reports as required or requested
- Contributes to newsletters, parent fliers, and other center information to encourage parent engagement and insure parents are informed about volunteer opportunities
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MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning process as directed

Participate in self-assessment process as directed

Position Information

Reports to: Family Services Coordinator

Supervises: None

Requirements: High School Diploma/GED + 12 months experience working in similar position

Required Certification and Licenses: Driver's License (Requires daily access to personal vehicle that is insured for purposes of onsite supervision and follow-up with volunteers. Must provide proof of insurance twice a year.)

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

Position Description

Family Engagement Specialist (Ridgeline)

HS/GED	CDA or Similar Credential	FDC or Similar Credential	2-Year Degree	4-Year Degree	Masters Degree
\$17.62	\$18.03	\$19.26	\$21.20	\$24.03	\$27.56

Introductory Period: 90 Days

Other Requirements:

Certifications:

- Appropriate and current First Aid and CPR certification
- Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)
- Proof of United States employment eligibility as required on the I-9 form

Abilities:

- Attention to detail
- Strong networking and relationship building skills
- Self-Directed
- Well-organized
- Good computer skills, especially in the area of desktop publishing
- Ability to complete multiple tasks efficiently and on time
- Professional demeanor
- Ability to remain positive in high pressure situations
- Ability to maintain strict confidentiality

Physical Abilities:

See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____