

**Name:**

**Job Title:** Family Engagement Specialist

**Department:** Early Childhood Education

**Reports To:** Family Services Manager

**FLSA Status:** Non-Exempt

**OVERALL PURPOSE**

Develop and implement comprehensive two-generational approach that addresses the strengths and needs of families to support family well-being, promote children's learning and development through family engagement and assist families in achieving individualized goals.

**ESSENTIAL FUNCTIONS**

**1. Family Engagement**

- Develop relationships with parents and caregivers that foster trust, respect and collaboration
- Implement intentional strategies to engage families in their child's learning and development
- Coordinate and promote family engagement opportunities and program participation
- Facilitate parent meetings, family activities, and engagement events
- Connect families with appropriate community resources and support services

**2. Family Goal Achievement**

- Collaborate with families to identify strengths, needs and interests
- Support families in developing individualized goals related to safety, health, education, and economic stability
- Monitor and document family progress utilizing established family engagement framework
- Provide ongoing support and follow-up to assist families in achieving established goals

**3. Enrollment & Attendance Oversight**

- Maintain full classroom enrollment in accordance with program requirements and funding guidelines
- Establish and manage waitlists to support continuity of enrollment
- Monitor enrollment status and classroom vacancies to support timely placement
- Oversee and monitor daily attendance tracking procedures
- Identify and report enrollment or attendance concerns

**4. Recruitment & Eligibility**

- Participate in recruitment activities and community outreach events
- Assist staff and families in completing applications and obtaining required documentation
- Review and process applications in accordance with program eligibility requirements
- Accurately score applications using the approved point system

**5. Collaboration & Community Outreach**

- Develop partnerships with agencies and community organizations to coordinate comprehensive support services
- Attend community meetings and events to strengthen collaborative relationships
- Represent the agency professionally and promote program services

**6. Team Collaboration**

- Foster collaboration across all program service areas
- Share critical and pertinent information to support child and family well-being
- Participate actively in trainings, meetings and case reviews

**7. Adaptability & Continuous Improvement**

- Promote a culture of high-quality services and continuous improvement
- Identify opportunities to improve processes and program effectiveness
- Adapt to changing program needs and contribute to program planning efforts
- Engage in professional development opportunities to remain current with best practices

### **ADDITIONAL DUTIES**

1. Secure office areas at the end of each workday, and ensure lights and equipment are properly shut down
2. Maintain clean, organized and professional workstation
3. Perform additional duties as requested to support program operations

### **QUALIFICATIONS**

#### **EDUCATION**

- Bachelor's degree in related field preferred
- Relevant directly related professional experience may be considered in lieu of degree

#### **EXPERIENCE and CERTIFICATIONS**

- Family Engagement Certification obtained within 18 months in lieu of degree
- Prior case management or family service experienced preferred
- Prior office experience preferred

#### **COMPLIANCE & EMPLOYMENT REQUIREMENTS**

- Obtain and maintain required clearances, background checks, and certifications with results acceptable to the organization and consistent with applicable laws
- Fulfill responsibilities as mandated reporter in accordance with applicable laws and organizational policy
- Maintain confidentiality of participants, clients, employees, and organizational information in accordance with organizational policy and legal requirements

#### **CORE COMPETENCIES**

- Strong interpersonal and relationship-building skills
  - Effective verbal and written communication skills
  - Ability to maintain professionalism, confidentiality, and cultural sensitivity
  - Strong organizational skills with attention to detail and accuracy
  - Ability to manage multiple priorities and meet deadlines
  - Proficiency in data management systems, business applications, and standard office software
  - Commitment to supporting family engagement and positive child outcomes
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To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the provided job description and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

### **Employee Acknowledgement**

### **Supervisor Acknowledgement**