



FAMILY ENGAGEMENT SPECIALIST– EDUCARE WEST DUPAGE

Exemption Status: Full Time, Exempt – Salaried

POSITION SUMMARY

Under the general supervision of the Director of School Operations and the direct supervision of the Family Engagement Supervisor, the Family Engagement Specialist will provide support services to families in the Educare's center based program. In partnership with parents, the Family Engagement Specialist builds mutually trusting relationships, acts as an advocate for families, and provides support services as needed. They assist families in determining their needs and in identifying and creating opportunities for parents to identify their goals for their children and themselves and regularly follow up on progress. The Family Engagement Specialist is responsible for parental engagement and involvement, including monthly parent meetings, parent training sessions, and establishing a site based Parent Committee. This position also supports the maintaining of enrollment through outreach and recruitment activities, as well as with intake and eligibility determination of new families enrolling in Educare. The Family Engagement Specialist uses an interdisciplinary approach with the education teams to develop transition plans for children advancing into the 3-5 preschool program as well as those transitioning from the preschool program into kindergarten. The Family Engagement Specialist will be held responsible for implementing all programming requirements in adherence to all performance and outcomes standards as prescribed by the multiple funding and model requirements.

RESPONSIBLE TO: Director of School Operations and Family Engagement Supervisor

SUPERVISOR TO: None

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Social Work, Family Studies or a Related Field.

Must be Bilingual English/Spanish

Must possess excellent verbal and written communication skills.

Must be able demonstrate the passion, skill, and competence necessary to contribute to each families' development.

Must have experience working with disadvantaged populations.

Must be able to travel within the community (i.e., parents' homes, community agencies, may require climbing stairs, etc.).

ESSENTIAL JOB FUNCTIONS

- Welcomes all families, promoting and valuing diversity across family structures, cultures, languages, perspectives and values.
- Provides education to families relating to topics such as parenting, effective discipline, supporting children's development through learning activities at home, supporting children's education through engagement with the school, budgeting, household management, safety, and other family issues as necessary.
- Understands effective relationship building practices with parents, families, children and professionals.
- Provides case management services to families in the Head Start program, including direct services to families by assisting them in determining family strengths, needs, and goals.



- Provides crisis intervention as needed and appropriate. With the understanding that each family has unique strengths and resilience.
- Models appropriate advocacy skills for parents in working with community agencies, professionals, and schools.
- Maintains a working knowledge of community resources. Builds liaisons with other community agencies, and is up to date with current trends in social services.
- Works collaboratively and using an interdisciplinary approach to provide comprehensive, integrated services for children and their families.
- Compiles and maintains family case records of services provided.
- Works collaboratively with families and other community agencies to provide a full system of care to meet the service needs of the family. Assures that the family is able to access resources and appropriate follow up is made.
- Conducts outreach activities to recruit prospective families.
- Attends meetings, trainings, and individual case staffing. In collaboration with parents plans and facilitates monthly parenting meetings.
- Uses a variety of communication approaches with parents that show sensitivity and respect for their cultures and languages.
- Initiates, or assists staff to make, child abuse reports as necessary.
- Maintains a professional attitude, working cooperatively with all staff and parents; provides leadership and guidance in treating all children and their families with dignity and respect.
- Maintains confidentiality as required by law and Educare policy.
- Attends community meetings where Educare representation is appropriate.
- Engage in active supervision of children, as all Educare staff are required to do while in the presence of children, which requires focused attention and intentional observation.
- Has the ability to work a varied schedule, including some evenings and weekends.
- Collaboratively supports the receptionist/ front desk when required to do so.
- Maintains all required records and documentation necessary for all grant compliance requirements.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

REQUIRED SKILLS/ABILITIES

- Knowledge of community resources and how to access services for children and families.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge of standard record keeping including progress notes and maintenance of required documentation.
- Must be able to work with a low income, culturally and linguistically diverse population.
- Ability to work effectively as a member of a team.
- Must provide evidence of reliable, insured transportation available for travel during working hours.
- Driver must provide evidence of a valid driver's license and good driving record.
- Drivers must provide evidence of current automobile liability insurance.