



Oregon Coast Community Action
 1855 Thomas Avenue, Coos Bay, OR 97420
 (541) 435-7090
 hr@orcca.us
 www.orcca.us

Title:	Family Engagement Specialist	Program:	South Coast Head Start
Location:	Reedsport, Oregon	Agency:	Oregon Coast Community Action
Pay Rate:	Hourly, \$13.75-\$15.75 DOE	Classification:	Part-Time; Seasonal
Reports to:	Area Manager	Staff Supervised:	Volunteers
Date Posted:	5/21/18	Posting Expires:	6/4/18
HR Contact:	541-435-7090 hr@orcca.us	Revised:	May 2018

External Applicants: Please submit an employment application, cover letter and resume on our website, www.orcca.us or email to hr@orcca.us	Internal Applicants: Please submit a letter of interest and resume by email to hr@orcca.us
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Job Description

PRIMARY PURPOSE:

Provide high quality social services within the Family Services component (Early Head Start, Head Start, Family Support & Connections, and/or other contracted services) according to Head Start Performance Standards, program work plans, program goals, and other funding source rules and regulations.

ESSENTIAL JOB FUNCTIONS (Reason position exists is to perform these functions.)

Component Administration

1. Facilitate program enrollment and orientation process
2. Fill program vacancies throughout the year
3. Engage families in program participation and parent leadership opportunities
4. Assist families in assessing their needs, strengths, and development goals
5. Provide support in taking action steps toward goals and follow up for outcome satisfaction and status
6. Serve as a resource to staff and families in addressing challenges (e.g., employability, family violence, substance abuse, stress, depression, family literacy, adult education, budgeting, etc.) that affect well-being and self-sufficiency
7. Collaborate with families and community partners in navigating healthcare resources as assigned including:
 - a. Educate families on the importance of medical/dental homes and medical/dental care
 - b. Assist families to access and follow up on treatment
8. Conduct home visits depending on program option and assignment
 - a. Provide regularly scheduled home visits
 - b. Provide individualized social services
9. Provide crisis intervention and ongoing support to families
10. Provide and conduct parent education trainings in the areas of parenting, economic mobility, employability, etc.
11. Facilitate parent meetings, family events, and other parent opportunities in partnership with parents and staffing teams
12. Coordinate the creation of monthly newsletter and maintain the parent bulletin board at assigned site
13. Provide staffing coverage for team members and other positions as needed and as assigned

Documentation and Monitoring

1. Document services provided into appropriate data base system

2. Ensure child and family files are complete and up-to-date
3. Monitor and follow up on data entry needs
4. Meet federal, state and program documentation requirements with accurate, objective, complete, timely and well organized records
5. Submit written monthly report to supervisor

Communication and Training

1. Facilitate communication with others by using available technologies (e.g., phone, fax, e-mail, file sharing)
2. Establish consistent weekly schedule to ensure accessibility by staff and families
3. Collaborate with team members to identify approaches to solving issues, develop follow-up plans, and prepare for home visits and other family contacts
4. Ensure family confidentiality by limiting conversations about families and access to their records to those directly involved in providing services to them
5. Attend Family Services Team meetings, site meetings, communication meetings, and/or other identified trainings and meetings which are relevant for the position

Community/Public Relations

1. Support outreach and recruitment efforts by communicating the program's eligibility, selection, and enrollment policies and practices to families, other service providers, and the general public.
2. Represent and promote Head Start within the communities assigned by serving on appropriate committees, boards and councils and by attending community meetings, as approved by supervisor.
3. Advocate for needs of low-income families that help them establish linkages to their communities.

INDIVIDUAL AND TEAM EXPECTATIONS

1. Attend staff meetings, center meetings, and/or other workshops/meetings as notified
2. Maintain a positive attitude regarding ORCCA and all its programs along with the Head Start program and philosophy
3. Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity
4. Maintain respect and positive communication regarding all children, families and staff.
5. Maintain confidentiality of client and staff information.
6. Maintain open, two-way communication with staff
7. Accept suggestions and guidance from supervisor and other management staff
8. Seek feedback on job performance and evaluate suggestions and guidance to incorporate in performance
9. Commit to further training. Develop an individual training plan using program tools, as appropriate.
10. Communicate with supervisor regarding any needed changes or concerns with work schedule.
11. Adhere to agency procedures as a mandated child abuse reporter
12. Regular attendance is a requirement of the position.
13. Ability to perform the job with or without reasonable accommodations

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Credential, Certification, or AA/AS in social work, human services, family services, counseling, or related field required.
2. BA/BS in social work, human services, family services, counseling, or related field preferred.
3. Two years of experience in family support programs or adult education preferred.
4. Excellent oral and written communication skills.
5. Strong organization and time management skills.

OTHER REQUIREMENTS

1. Pediatric First Aid/CPR Certification within 30 days of hire and update it as required.

2. Oregon Food Handler's card or ServSafe® Food Safety Certification within 30 days of hire and update it as required.
3. **Must be enrolled in the Oregon Department of Education-Child Care Division Central Background Registry at time of hire and update it as required.**
4. Health Appraisal within 30 days of hire and update it as required.

WORK ENVIRONMENT

1. Geographic Area: Coos, Curry, and Coastal Counties
2. May lift items up to 51 pounds with or without reasonable accommodations.
3. Access to indoor office, in a climate-controlled environment; may not have access to sunlight. Regular activities outside in a non-climate controlled environment.
4. Regular kneeling, bending, stooping and sitting on the floor.
5. Regular walking and standing for prolonged periods of time.
6. Frequent sitting for long periods using computer keyboard, telephone and other office machines.
7. Work outside of the office at irregular hours will be required.
8. Attendance at off-site staff training events will be required.
9. Driving is required to conduct home visits and to attend off-site meetings/trainings throughout Coos and Curry Counties.

OTHER

1. A current Oregon Driver's License is required.
2. Proof of automobile liability insurance @ \$100,000/300,000 liability limits and maintain such limits.
3. Reliable transportation for getting to work.
4. Must be free from illegal drugs, may be subject to suspicion testing.
5. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The specific statements reflected in each section of this position description are not intended to be all-inclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

Oregon Coast Community Action is an Equal Opportunity Employer.

Please inform Human Resources at 541-435-7090 or hr@orcca.us if you require an accommodation in order to participate in the application process. Apply online: www.orcca.us