



Thrialaska Head Start Birth to Five Job Description

Title: Family & Health Services Coordinator
Status: Full time, 50 weeks @ 40 hrs
exempt from overtime
Reports To: Program Director
Wage: \$22.23 - \$25.81

Position Summary:

To promote family partnerships and oversee family & health services in Head Start Birth to Five program.

Knowledge, Skills, and Abilities Required:

MINIMUM QUALIFICATIONS

1. BA degree in ECH Child and Family Studies, Social Work, Human Services, Health, Family Services, or Counseling
2. 2 years' experience working in family centered program
3. Experience supervising staff

PREFERRED QUALIFICATIONS

1. Excellent communications skills, especially good listening & writing skills.
2. Working knowledge of available community resources and Head Start program components
3. Family centered and relationship based philosophy.
4. If driving for work related activities must have valid Alaska Driver's License and proof of auto insurance
5. Ability to build and lead teams, and to develop community collaborations

Principal Duties and Responsibilities:

CHILD AND FAMILY SERVICES

1. Meet requirements for State of Alaska Licensing regulations – specific to immunizations, safety drills, emergency cards, injury reports and follow up.
2. Follow all Safety Protocol and monitor front desk security as well as Family Advocate safety while doing home visits.
3. Meet Head Start Performance Health Standards for 30, 45 and 90 day requirements.
4. Establish a program-wide, professional rapport and a climate of mutual trust and respect for parents to help them achieve their family goals and to support them in fostering their child's development.
5. Monitor and track services to families, providing program input and oversee program responses.
6. Coordinate parent involvement and in-kind services.
7. Plan and facilitate opportunities for parents through a monthly parent committee meeting and parent workshops of various topics based on the interests of enrolled families.

8. Coordinate eligibility, recruitment, selection, enrollment and attendance for Head Start and Early Head Start. Includes, web based monthly enrollment reporting, ensuring timely enrollments and full enrollment at the beginning of each program year.
9. Facilitate orientation of newly enrolled families. Annually review and update information distributed to families during the enrollment process.
10. Show a positive attitude with children, families and coworkers.
11. Provide short-term assistance and referrals and resources for families
12. Advocate for successful child and family development experiences.
13. Communicate with children and family members with respect and honor.
14. Whenever possible, assist children and families.
15. Support child and family development goals.
16. Knowledge of community agencies and resources. Sharing this information with Family Advocates and the staff at large.
17. Oversee the Health component, tracking of requirements and deadlines determined by the performance standards.
18. Responsible for the Health & Family services PIR reporting annually.

PROGRAM DESIGN & MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Attend meetings, training's, and appropriate professional development activities.
3. Participate during program self-assessment and evaluation processes.
4. Participate during Thrivalaska community assessment activities.
5. Support, implement and participate in program goal setting process to include strategic planning.
6. Responsible for development of documentation system for Family service delivery.
7. Annually review and update program policies and procedures.
8. Assist in developing and oversight with parent activities budget.

BUDGET & FISCAL

1. Follow procurement and accounting procedures.
2. Continually seek out and process in-kind opportunities to include services and supplies.
3. Actively seek out ways to reduce program cost whenever possible.
4. Report all suspected fraud activities.

SUPERVISION & TRAINING

1. Ability to develop and deliver training to families, staff and community.
2. Participate in developing and accomplishing staff development goals.
3. Meet and actively pursue the minimum yearly training required for your position.
4. Support program supervisor in attainment of program goals and mission.
5. Attend NIA-AEYC annual conference, when possible share knowledge through hosting a workshop.
6. Supervise, guide, and assess the Enrollment Specialist, and Family Advocates.
7. Develop a training plan for all Family Services staff.
8. Assist in staff training and orientation.
9. Design and present family development and related training workshops both in-house and in the community.

10. Continually seek training to stay current with relevant family services/health practices.
11. Annually review personal training plan and seek ways to reach stated goals.
12. Maintain qualifications required by Head Start performance standards.
13. Attend meetings, trainings, and appropriate professional development activities as assigned.
14. Participate in developing and accomplishing staff development goals.

COMMUNITY PARTNERSHIPS

1. Actively seek out partnerships with community members and agencies to enhance program services and resources.
2. Enthusiastically promote Thrivalaska programs.
3. Actively and regularly recruit children and families for best placement within Thrivalaska programs.
4. Build rapport with local agencies, community service organizations, and educational providers.
5. Represent the agency on appropriate community advisory boards and committees.
6. Assist with facilitation of health services advisory committee.
7. Coordinate the ongoing development of a community resource directory.

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors, Policy Council and advisory groups.
2. Provide child care, meals and transportation for Board of Director and when appropriate Policy Council and advisory group meetings.
3. Follow the chain of communication.
4. Assist in recruiting parents to serve on the Policy Council and Board of Directors.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals.
2. Promotes teamwork concept in relationship and strength based organization.
3. Promotes a positive work environment.
4. Project professionalism in conducting daily activities.
5. Provides outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable and able to adjust to a variety of change and situations.
7. Follows all guidelines and procedures on confidentiality.
8. Observes good housekeeping and safety practices, maintains cleanliness and orderliness.
9. Can be relied on regarding task completion and follow up.
10. Uses logical and sound judgment, applies common sense.
11. Makes timely decisions and maintains composure under trying circumstances.
12. Enhances job growth through continuing education, as required or necessary.
13. Promotes quality, accuracy, timeliness, reliability and thoroughness of work performed.
14. Is punctual and reliable.
15. Responsible for development, implementation, and evaluation of agency's family development goals and outcomes.

16. Assist Program Director and management team with planning and implementing programs and services and developing policies that support Head Start's philosophy and mission.
17. Provides input for agency publications, grants, reports, documentation, and research.
18. Collaborate with agency leadership and supports staff in maintaining and evaluation of compliance requirements, developing work plans, providing written analysis, participating in problem resolution discussions, and providing a role model in teamwork and leadership.
19. Assist other leadership and support staff with coordination and implementation of volunteer programs.
20. Work with co-workers to make sure that the work environment is professional and supportive of al staff.

Physical Requirements & Working Conditions:

WORK LOCATION

1. Head Start Birth to Five, Carol Brice Family Center
2. Primarily in office setting
3. Occasionally in classroom

WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol and tobacco free workplace
2. Some exposure to communicable diseases
3. Noise level in work environment may be moderate to loud
4. Must be available for a variety of evening/weekend meetings and social events
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings. Some out of state and overnight travel may be required.

PHYSICAL REQUIREMENTS

1. Review and sign the Thrivalaska Physical Job Description upon hire and annually

EQUIPMENT USED

1. Copy machine
2. Calculator
3. Telephone
4. Computer
5. Fax machine
6. Vehicles

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs.

Employee Signature

Date

Printed Name