

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

HEAD START – Family Services Manager

POSITION SUMMARY: The Family Services Manager will support the Assistant Director of Head Start Program in ensuring that all Early Head Start & Head Start Program requirements are being met by working closely with EHS – HS Family Advocates, teaching staff, and families. They will also supervise six Family Advocates and will train and consult EHS – HS staff from all partnering contracts.

POSITION OVERVIEW:

- Employment Type: Full time/Exempt
- Location: OWS
- Job Category: Administration
- Reports to: Assistant Director of Head Start

PRIMARY RESPONSIBILITIES:

- Works closely with Assistant Director of the Head Start Program to ensure contract requirements are met
- Works closely with center parents and guardians to provide resources and referrals
- Supervises 6 Family Advocates to ensure contract requirements are met
- Initiates and coordinate Family Partnership goals with parents and guardians
- Conducts ongoing monitoring of data entry and Child Plus reports
- Tracks progress of Family Goals, Needs, and other family service requirements
- Assists families in making connections and referrals to community resources
- Prepares monthly, quarterly, and annual reports and verifies backup data for contract as needed.
- Maintains organized files on each participant
- Staff trainings/family advocates on SMART goals
- Works closely with center staff and monitor files to ensure Early Head Start mandates/performance standards are being met
- Receiving the Family Partnership Agreements from the family advocates/ teachers and reading through them to see if they have created SMART goals with the parents
- Provide pre-service trainings
- Provide ASQ & ASQ-SE trainings to Head Start staff
- Support Regional Directors with education mandates
- Coach Parent Curriculum Facilitators
- Tracks family progress in Contact logs
- Works closely with center staff to ensure Contact Log are up to date
- Works closely with center staff to conduct home visits twice a year per family
- Conducts/Assists with agency/head start enrollments
- Facilitates Parent Curriculum
- Coordinates and conducts health screenings
- Certification in hearing and vision screenings and other screenings as needed.
- Attends Kidango and other partner meetings as directed

- Data entry
- All other job duties as assigned

POSITION QUALIFICATIONS/REQUIREMENTS:

- Excellent oral and written communication skills
- Ability to work effectively and use a positive approach with a diversity of people
- Ability to provide leadership, accept responsibility, work independently, and set own goals in a professional manner
- Proficient in Word, Excel, PowerPoint, and Google suites.
- B.A. in Early Childhood Education
- Bilingual in English/ Spanish preferred
- Possession of a valid California Driver's License and use of an insured vehicle.
- Able to communicate with the public and represent the agency in a positive manner.
- Able to organize and maintain a variety records.
- Able to operate all computers and software used by agency
- Able to be flexible in work schedule, including evening meetings at least three times per quarter
- Proficient in data and data-based computer programs
- Able to maintain confidentiality
- Able to drive 50 – 60% of the time

COMPANY WIDE JOB REQUIREMENTS:

- Must be 18 years or older
- Health screening, TB and fingerprint clearance (Department of Justice, FBI, Child Abuse Index)
- Possession of a valid California Driver's License or California ID. Use of an insured, non-agency vehicle (if applicable)
- CPR and First Aid Certificate and Infectious Disease Prevention training or completion within three months of hire. (As required by Licensing)
- Travel as needed to agency, community, and state functions

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions ****
Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position, please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application.

Please note that you are not considered an applicant until you have completed an application for employment.