

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

## Head Start Family Services Program Compliance Monitor

**POSITION SUMMARY:** The Head Start Family Services Program Compliance Monitor for Kidango will support the Early Head Start/ Head Start Families. They will monitor and assess family services compliance for all partnering contracts and be responsible for verifying eligibility of partnership enrollments.

### POSITION OVERVIEW:

- Employment Type: Full time/Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Director of Head Start
- Supervises: Head Start Department

### PRIMARY RESPONSIBILITIES:

- Works closely with center parents and guardians to provide resources and referrals
- Conducts Family Assessments twice a year
- Initiates and coordinates Family Partnership goals with parents and guardians
- 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
- Facilitates and delivers Parent Curriculum
- Works closely with center staff and monitors files to ensure Early Head Start mandates/performance standards are being met
- Tracks family progress in Contact logs/Child Plus
- Works closely with center staff to ensure Contact Logs/Child Plus are up to date
- Works closely with center staff to ensure completion of home visits twice a year per family
- Conducts/Assists with agency/head start enrollments
- Coordinates and conducts health screenings
- Certification in hearing and vision screenings and other screenings as needed
- Attends Kidango and other partner meetings as directed
- Assist the Head Start and Early Head Start program with recruitment and enrollment activities.
- Conducts Early Head Start / Head Start enrollments as needed
- Verifies Partnership enrollments meet Early Head Start / Head Start Criteria
- Ensures that the selection of children and families is based on current enrollment criteria
- Implements a monitoring methodology that will ensure that Kidango Program Partnerships meet their overall enrollment, recruitment, selection, enrollment, and attendance
- Data entry
- All other job duties as assigned

### CORE COMPETENCIES:

- Skilled at social emotional relationships with staff, families, children, and the community
- Works as a member of the agency team by promoting the mission and philosophy of the agency
- Ability to work effectively with a diverse group of people
- Provides excellent customer service to all staff, clients, and contacts of agency
- Advocates on behalf of all children, families, and staff of agency

- Fundraises and seeks opportunities to optimize and increase agency resources
- Maintains confidentiality of children, families, and staff
- Participates in activities that further professional growth of self and staff
- Strong oral, written communication skills with the ability to communicate effectively with people from wide range of backgrounds
- Strong computer skills
- All other duties as assigned by the Supervisor and/or the Deputy Director/Executive Director

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- BA/BS Degree
- Bilingual in English and Spanish required
- Required 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
- Excellent written and oral skills
- Able to organize and maintain records
- Able to operate all computers and software used by agency
- Able to be flexible in work schedule
- Proficient in data and data-based computer programs
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance (Department of Justice, FBI, Child Abuse Index)
- Valid California Driver's License or California ID
- Travel as needed to agency, community, and state functions
- Must be 18 years or older

**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.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school 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 role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*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.