

**UMATILLA-MORROW HEAD START, INC.**

**POSITION DESCRIPTION**

<b>Associate Director of Child &amp; Family Services</b>	
<b>Supervisor: Executive Director</b>	<b>Subordinates: Education Director, Health Director, Community Development Manager, Mental Health Manager, Parent Involvement Manager, and Family Advocates</b>
<b>Classification: Director II</b>	
<b>Terms of Employment: Regular Full-Time</b>	<b>Exempt Status: Exempt</b>

**Job Goal:** To supervise and provide direction for the content areas of Education, Health and Family & Community Partnerships to ensure sustainability of family and community strengthening.

**Essential Responsibilities:**

1. Submit all necessary reports to the Executive Director in order to carry out the administration and management and family development/community development components.
2. Monitor compliance of Family and Community Partnerships work plans with the performance standards.
3. Serve as the contact person for Human Service agencies for social service issues and concerns.
4. Oversee the recruitment, selection and enrollment of Head Start/OPP children and families as specified in Performance Standards.
  - a. Ensure that the agency's written recruitment policy is revised annually and implemented.
  - b. Ensure formation of an active selection committee.
  - c. Ensure that a public relations process for program recruitment is developed and implemented.
  - d. Facilitate enrollment in conjunction with Family Services and Education Staff.
  - e. Ensure that the agency maintains full enrollment.
5. Maintain a system for making social services referrals and act as a liaison between UMCHS and the community.
  - a. Orient and provide training to staff and community partners on family strengthening.
  - b. Ensure that community resource directories are updated annually.
  - c. Ensure that there is a written policy with procedures for responding to emergency and crisis situations.
  - d. Assist Family Advocates and Child and Family Advocates in implementation strategies for family and community strengthening.
  - e. Work with staff and community partners to ensure that families identified as high risk access needed services and develop needed support systems.
6. Coordinate the planning and implementation of parent education and parent support groups for Umatilla-Morrow County Head Start, Inc.

- a. Ensure a parent education/support group plan is developed and implemented.
  - b. Ensure that the Family Advocates coordinate support services for the Parent Support groups.
  - c. Ensure that available curriculum material for parent education/support groups meet the needs of program families.
  - d. Ensure the development of support group linkages with community agencies
  - e. Develop linkages to community partners in facilitating parent education programs.
  - f. Ensure that family strengthening activities such as: quilting and sewing classes; art murals; picnic in the park, Red Ribbon campaigns or bilingual driver's education are carried out in each community.
7. Plan, coordinate and supervise the Parent Involvement Program.
    - a. Develop strategies for involving parents in all components of the program, with particular emphasis on involving males/fathers.
    - b. Supervise the Parent Involvement Manager.
    - c. Be a member of the Wellness Day committee to ensure that parents are involved in the planning of the day.
  8. Develop and coordinate ongoing processes related to community development and community leadership activities.
    - a. Ensure Community Leadership training for Head Start families and other community residents is provided in each community in English and Spanish.
    - b. Ensure staff's knowledge and understanding of the tobacco cessation work in order to assist families.
  9. Assist Executive Director with program planning, development and operation, and grant writing.
  10. Attend Policy Council meetings and other meetings as requested.
  11. Be a trainer for SSCBT, Motivational Interviewing, and Tobacco Cessation.

**Qualifications:**

1. Master degree in a field related to Social, Human, or Family Services with a minimum of 2 years experience in Management/Supervision and Social Services. MSW/LCSW or Masters in Counseling/Psychology preferred.
2. Current physical examination and TB screen documentation upon hire
3. Adequate means of transportation
2. Head Start experience (preferred)
3. Community service experience (preferred)
4. Ability to coordinate and/or conduct training sessions.(preferred)
5. Multi-cultural experience (preferred)
6. Administrative/Supervisory experience (preferred)

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.

5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train and facilitate others in a group setting.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*

*3/29/2010*