

UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

Weed & Seed Project Director	
Supervisor: Executive Director	Subordinates: None
Classification: Director 1	Exempt Status: Exempt
Terms of Employment: Regular Full-time	

Job Goal: Coordinate and implement family and community strengthening strategies as developed under the Weed and Seed grant.

Essential Responsibilities:

1. Develop and implement ongoing processes related to community development and community activities. This includes but is not limited to:
 - a. Identify and recruit families that have a high number of risk factors for skills enhancement training
 - b. Facilitate trainings on the recognition of substance abuse issues and treatment options
 - c. Facilitate the establishment and maintenance of one or more stable community/neighborhood coalitions in order to increase community advocacy by identifying issues, implementing plans of actions, and evaluation progress.
 - d. Promote networking and collaboration between community/neighborhood coalitions and community agencies/organizations to increase advocacy.
 - e. Develop and strengthen community partnerships and collaborations within the City of Hermiston.
4. **Neighborhood Revitalization**
 - a. **Be an active member of the Neighborhood Revitalization Project.**
 - b. **Assist the Neighborhood Coordinators in accessing needed resources for target neighborhoods.**
 - c. **Promote Neighborhood Watch programs.**
6. In conjunction with the Executive Director and other workgroups, develop and organize media resources around community strengthening activities.
7. Seek other funding sources for the continued implementation of family and community strengthening strategies.

Qualifications:

1. BA in Community Development, Social Work, **CRIMINAL JUSTICE** Psychology or related behavior science/human services field. (Masters preferred)
2. Ability to coordinate and conduct training sessions using adult learning principles.
3. Current physical examination and TB screen documentation upon hire
4. Previous Head Start or early childhood experience (preferred)
5. Knowledge of risk/protective factors model and substance abuse prevention (preferred)
6. Bi-lingual Spanish (preferred).
7. Multi cultural 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