

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

**PROGRAM MANAGER-CASA/FSC**

**Supervisor: Director of Child & Family Services**

**Subordinates: None**

**Classification: Manager II**

**Exempt Status: Exempt**

**Terms of Employment: Regular Full-time**

**Job Goal:** Coordinate and implement family and community strengthening strategies as developed under the Free to Grow Robert Wood Johnson Foundation grant, coordinate Tobacco Cessation strategies developed under the Legacy Foundation grant, and coordinate the Family Support & Connections program.

**Essential Responsibilities:**

1. Develop and implement ongoing processes related to community development and community leadership activities. This includes but is not limited to:
  - a. Identify and recruit Head Start families for Leadership Training
  - b. Ensure residents from targeted neighborhood are identified and recruited for Leadership Training.
  - c. Provide Community Leadership Training for Head Start families and other community residents.
  - d. 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.
  - e. Promote networking and collaboration between community/neighborhood coalitions and community agencies/organizations to increase advocacy.
  - f. Develop and strengthen community partnerships and collaborations throughout UMCHS service delivery area
  - g. Provide training and resources to staff to assist them in assessing families who smoke, referring families to appropriate resources, and collecting data on number of families who smoke, number of referrals, and number of families who make a quit attempt.
2. Family Strengthening
  - a. Ensure that families who need treatment for substance abuse and assistance with high risk behaviors are able to access it.
  - b. Ensure that families identified as high risk of family violence have access to needed services and are assisted to develop needed support systems.
  - c. Ensure that families who need cessation services for Tobacco use are referred to appropriate resources and/or supported in their efforts to quit.
3. 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.
4. Supervision of Neighborhood Coordinators  
Complete performance evaluations annually.
  - a. Monitor job performance.
  - b. Delegate work assignments and duties.
5. In conjunction with Executive Director and Governance Team, develop and organize media resources around community strengthening activities.
6. Seek other funding sources for the continued implementation of family and community

- strengthening strategies.
9. Acts as staff representative to the Oregon Head Start Association
  10. Coordinate the Family Support & Connections program
    - a. Receive all referrals for the FS&C Program. Ensure that they are directed to the correct Family Advocate for follow up.
    - b. Provide training to community partners and family advocates on the FS&C program.
    - c. Act upon all referrals of potential clients living in the west end of Umatilla County.
    - d. Facilitate a core team in Hermiston of DHS-Self Sufficiency, Child-Welfare, and other community partners monthly.
    - e. Be present and provide a report to the Advisor Board (Steering Committee) at their quarterly meetings.
    - f. Complete all FS&C program reports in a timely manner for submission to the State.
    - g. Develop as necessary any brochures, pamphlets, forms for the program.
  11. Act as a trainer for Motivational Interviewing, Tobacco Cessation, and Building Leadership for Community Development.

**Qualifications:**

1. BA in Community Development, Social Work, 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***