

UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

FAMILY DEVELOPMENT MANAGER

Supervisor: Associate Director-Child & Family Services
Subordinates: Family Advocates and Healthy Start supervisors
Classification: Manager II
Exempt Status: Exempt
Terms of Employment: Regular Full-time

Job Goal: Assist in the supervision and direction of the Family Development component for sustainability of family strengthening Assist in the overall management of the Healthy Start program.

Essential Responsibilities:

1. Coordinate the planning and implementation of parent education and parent support groups.
 - 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.
2. Assist the Family Development Director as the contact person for Human Service agencies for social service issues and concerns.
 - a. Maintain a system for making social services referrals.
 - b. Orient and provide training to staff and community partners on family strengthening.
3. Oversee the recruitment, selection and enrollment of Head Start/EHS 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.
4. Supervise Family Advocates
 - a. Complete performance evaluations annually.
 - b. Monitor job performance.
 - c. Delegate work assignments and duties.
 - d. Develops and monitors policies and procedures and updates as necessary.
 - e. Meet regularly with staff
5. Healthy Start
 - a. Supervise the Healthy Start supervisors and one FSW.
 - b. Be knowledgeable in Healthy Start policies and procedures

- c. Be knowledgeable in data collection and reporting for the evaluation. Complete training and document in training tracker.
- d. Contact the evaluation team immediately to resolve any data discrepancies as soon as these are noted through review of the quarterly reports or other data sets.
- e. Assure that staff are completing and submitting all required forms in a timely manner.
- f. Meet with Healthy Start supervisors on a monthly basis for supervision.
- g. Attend quarterly Program Manager meetings.
- h. Submit month end report to the Executive Director by the 10th of each month.

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

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