

UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

FAMILY SERVICES 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 Director of Child & Family Services as the contact person for Human Service agencies for social service issues and concerns.
 - a. Maintain a system for making social services referrals.
 - b. Assist the Director of Child & Family Services in orienting 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. Assist the Director of Child & Family Services agency's written recruitment policy is revised annually and implemented.
 - b. Ensure formation of an active selection committee.
 - c. Facilitate enrollment in conjunction with Family Services and Education Staff.
 - d. 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 FSW. Provide weekly supervision meetings.
 - 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. Attend with Director of Child & Family Services quarterly Program Manager meeting's.
- g. Submit month end report to the Director of Child & Family Services 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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