



JOB DESCRIPTION

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Family Engagement Coordinator	Department/Program: Child Care
Reports To (Title): Director/Manager	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full Time
Prepared By: CC Director	Revision Date: 2/26/2022

JOB SUMMARY

Under the supervision of the Program Director, and in accordance with the direction and mission of District 7 HRDC, the Family Engagement Coordinator is delegated the responsibility of acting as a liaison between Best Beginnings families, providers, staff and community resources. Works directly with families to seek child care placement, to include placement for special needs children, and supports families as they seek child care assistance. Builds and maintains relationships with a variety of services internally and externally and assists families with referrals to services. Offers support and education to families.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Connect clients to community parent education based on best practices and current research to support families. Deliver parenting information and education in a variety of ways for those unable to connect with another resource.
- Develop relationships and create a pool of community resources that will allow for referrals for children with special needs, services for homeless families, and other services that will meet the needs of families seeking assistance in the Child Care department.
- Work within the framework of the Best Beginnings Councils to support communities, families and children in Big Horn, Carbon, Custer, Rosebud, and Yellowstone counties.
- Offer supportive services to providers and families in the Child Care 14-county service area.
- Work with vulnerable families who may have mandates and interactions with Child and Family Services. Cooperate, collaborate and advocate for the children and families with involvement of CFS.
- Follow up with all families on Best Beginnings who identify a child has special needs and assess, seek resources, ask for early education staff to assist and observe the child as needed. Make referrals and follow up with the family and agency.
- Work with behavior specialists in the community, STAR coaches, and other resources to support families and children benefiting from a behavior support plan.
- Offer families information and learning opportunities specific to typical child growth and development, challenging behaviors and related topics to a support behavior support plan for a child.
- Offer child care providers resources, information and supports to work with families and meet the challenges in the child care business.
- Implements agency work plans at the program level to ensure achievement of set goals.

- Lead special projects that directly benefit families beyond Best Beginnings Scholarships.
- Participate and communicate with State leadership regarding special projects and work within the Family Engagement scope.
- Skilled in tracking data, spreadsheets, and technology applications.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

Additional Knowledge, Skills and Abilities:

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Minimum qualifications are bachelor's degree in Early Education/Special Education, Social Work, Family Studies, or Human Services; or an Associate's Degree and two years related experience; or a High School Diploma or HiSET and four year's experience in a human services related field; or equivalent combination of education and experience to fully meet the obligations of this position.

Other:

- Annual Criminal Background checks and Child Protective Services checks are required.

- The incumbent must possess excellent verbal and written language skills as they will be producing printed materials such as flyers, brochures and handouts with an emphasis on visual quality and content integrity. This position will also be responsible for creating social media posts. Experience in social media practices for businesses and/or non-profits is desired.

Licenses and/or Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

The work environment is typical of that of an office or classroom setting. Sometimes the employee may make home visits and will have a second staff. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station. Some travel will be required.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature:

Date: