

REGION IX EDUCATION COOPERATIVE

Head Start Parent, Family, and Community Engagement Coordinator & Family Advocate Job Description

Position Title:	<i>Head Start PFCE Coordinator and Family Advocate</i>
Program:	Head Start/EHS
Reports To:	Head Start Director
Work Day:	Minimum 7.5 hours daily
Duty Station:	Ruidoso - Sierra Vista Primary
Contract Days:	205 (195-Head Start, 10-Early Head Start)
Classification:	Dependent upon FLSA test
Salary Schedule:	Head Start Family Advocate

ESSENTIAL FUNCTIONS

1. Represents REC IX and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC IX attendance policy is required. Attendance at mandatory REC IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential student and personnel records and information is required.
10. Understanding and compliance with the RECIX employee policy manual, R9 Head Start staff handbook, R9 Head Start/EHS Policy Manual, and the Timeclock system are required.
11. Perform the functions of this position with a strong understanding of the Head Start Performance Standards, Head Start Act, Head Start PFCE Framework, and program's Policies and Procedures it

HS PFCE Coord & Family Advocate 6.2021

REC IX does not discriminate on the basis of race, color, national origin, religion, age, marital status or handicap/disability in employment practices or the provision of services.

applies to Family Services, Community Partnerships, ERSEA, and Health services. Participate in the process that develops, revises, and implements the Plans and Policies for the above mentioned areas.

12. Participate in the Self-Assessment process by collecting data in the service area assigned by the Director, and writing the final report with strengths, non-compliance issues, and recommendation with team input.
13. Participate in the program's planning procedures including the Community Assessment development, Coordinator Planning for quality improvement, Long- and Short-Term Goal planning events.
14. Assist with ongoing monitoring of the classroom through the program's established ongoing monitoring tool according to protocol and timeline. And conduct classroom observations as scheduled by the Education Manager as required.
15. Lead and facilitate the Family Engagement/Parent Education Committee to plan and implement parent education opportunities, parent committee meetings, father engagement, and support Policy Council.
16. Provides training to staff, parents, and community members in areas of expertise.
17. Plan and Facilitate parent/family engagement activities, parent training, and father/male involvement activities for all 3 Head Start sites, and plan activities for the EHS site with assistance of EHS staff. Support teachers with classroom activities and field trips throughout the year.
18. Assists in the maintenance of NAEYC accreditation and State Child Care licenses.
19. Coordinate the development and/or updates of program or Community agreements with Coordinating staff and director and community agencies at a minimum of every 3 years as needed.
20. Ensure parent participation in Policy Council by recruiting Head Start and EHS parents to sit on the Policy Council, generate voting ballots, collect and count ballots, and assist with other duties related to Policy Council.
21. Monitor and report data for PFCE and Family Service including the parenting curriculum, ChildPlus, and In-Kind.
22. Complete and submit required monthly reports to the Director and the Policy Council as required in a timely and accurate manner.
23. Attend and participate in Pre-Service, Coordinator's Meetings, Staff Meetings, and a variety of professional growth activities designed to enhance skills and provide staff with current information, data and trends.
24. Build and maintain positive relationships with parents and families, and their children to ensure proper implementation of family services.
25. Facilitate the enrollment process by contacting new and returning families and inform them of their enrollment status. Schedule and conduct an enrollment meeting to orient families to the program thoroughly. During the enrollment meeting, engage families in a Family Partnership Agreement to assist them in identifying their family strengths, needs, and goals. Provide support and

create opportunities to help fulfill goals that follow family-centered services. Conduct the PFCE outcomes assessment with each family to help guide FPA goal setting.

26. Maintains a working knowledge of community resources and current trends in family services and ensures the delivery of social services, emergency and non-emergency services, directly or through referrals.
27. Checks immunization records of children on their caseload prior to the first day in the program to ensure children are up to date on immunizations based on the EPSDT schedule set by the state of NM. Collaborates with the Health Manager and school nurse on exclusions and exemptions.
28. Ensures all health/dental screening and follow-up treatments are completed for children on caseload according to Performance Standards and program policy. Documents screenings and follow up treatments in Child Plus, and any other case notes needed related to gaining access to such screenings.
29. Ensures health and dental timelines are met which include 30 day, 45 day, and 90 day OHS requirements per the performance standards. Monitors child screenings and requirements on a regular basis to ensure timelines will be met by generating reports and documenting efforts in Child Plus.
30. Compiles and maintains family case records of services provided, including the accurately completing program paperwork, data entry and generates reports within program timelines.
31. Monitors the family service area and PFCE area of the program using the ongoing monitoring plan.
32. Collaborates with the Mental Health Coordinator/Social-Emotional Specialist as needed for mental health referrals and follow ups, and children on a behavior plan.
33. Responds to children's three-day absences and follows up according to procedure.
34. Make Home Visits with families as needed and attend Home Visits with teachers as needed.
35. In partnership with Enrollment/Program Coordinator participate in outreach activities to recruit prospective families.
36. Recruit and train parent and community volunteers to support the program and enters all volunteer hours or donations into the database system for in-kind purposes.
37. Attend and participate in staffings and/or Center Team Meetings monthly, and follow up on items discussed pertaining to service areas assigned.
38. Monitors staff to ensure children are being supervised at all times. Provides feedback if active supervision procedures are not being implemented, and collaborates with the Education Manager when staff are not following active supervision procedures consistently.
39. Supports teachers as needed throughout the school day, and with classroom activities and field trips throughout the year.
40. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS:

A credential or certification in social work, human services, family services, counseling or related field, or an Associate's in a related field is preferred. Willingness to obtain a credential or certification within 18 months of hire. Two years of experience working in adult education, case management, home visiting experience or work with at-risk population. Must demonstrate the following skills: written, verbal, interpersonal, organizational, time management, and computer. Must be able to read, write, and speak in English. Bilingual preferred. Must demonstrate dependability, cooperation, loyalty, responsible attitude and behavior. Must demonstrate a willingness to work in a cooperative working environment in a team setting. Must be able to pass a criminal history background check before hiring date, complete an initial health screening and TB test as required by Head Start, Child Care Licensing, and the National Association for the Education of Young Children (NAEYC). Other qualifications determined necessary by the Head Start Director or Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Must be able to adhere to the following responsibility and possess the following traits:

- a. Work a flexible schedule including some evenings
- b. Work with minimal guidance
- c. Knowledge of Community Resources
- d. Ability to present a positive image of the organization to members of the community
- e. Excellent interpersonal skills
- f. Ability to work individually and in a team setting
- g. Excellent time management skills and the ability to multi-task project
- h. Commitment to appropriate service provision for children and their families that are delivered in a culturally sensitive manner
- i. Exercise initiative and judgment in performing job
- j. Ability to understand oral and written instructions
- k. Writing ability appropriate for communication, reports and records
- l. Verbal communications to describe, explain, detail, and give instructions
- m. Manual dexterity sufficient to operate a computer and other office equipment, including, but not limited to, the telephone, fax machine, copier, and Ipad.
- n. Visual ability to see and read reports, documents, and records
- o. Auditory abilities capable of performing phone communication and interaction with other individuals

The usual and customary methods of performing the job's functions require the following physical demands:

- I. **SITTING TASKS**
 - A. Sitting is a frequent requirement 34 - 66% of the time
- II. **WALKING TASKS**
 - A. Walking is an occasional but essential requirement up to 33% of the time
- III. **STANDING TASKS**
 - A. Standing is an occasional but essential requirement up to 33% of the time
- IV. **SPRINTING/RUNNING**
 - A. Sprinting/running is an occasional requirement
Example: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional requirement up to 33% of the time
- B. Bending or twisting at the trunk is an occasional requirement up to 33% of the time
- C. Squatting/stooping/kneeling is an occasional but essential requirement up to 33% of the time
- D. Reaching above the head is an occasional but essential requirement up to 33% of the time
- E. Reaching forward is an occasional but essential requirement up to 33% of the time
- F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 33% of the time

VI. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent requirement 34 - 66% of the time
- B. Finger dexterity is a frequent requirement 34 - 66% of the time

VII. LIFTING 10 - 25 POUNDS

- A. Lifting 10 - 25 pounds is an occasional but essential requirement
- B. Lifting above the shoulders is a rare requirement
- C. Lifting above the waist is an occasional but essential requirement
- D. Lifting above the knees is a frequent requirement

VIII. LIFTING 26 - 50 POUNDS

- A. Lifting 26 - 50 pounds is an occasional requirement up to 33% of the time
- B. Lifting items above the shoulders is a rare requirement
- C. Lifting items above the waist is an occasional but essential requirement
- D. Lifting items above the knees is a frequent requirement

IX. LIFTING 50 - 75 POUNDS

- A. Lifting over 50 pounds is not a requirement

X. PUSHING AND PULLING

- A. Pushing and pulling 75 pounds and over is not a requirement
- B. Pushing and pulling 50 - 75 pounds is an occasional requirement
- C. Pushing and pulling 25 - 50 pounds is an occasional requirement

XI. USE OF PROTECTIVE EQUIPMENT

- A. Booties, gloves, and other protective equipment may be required as necessary.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Head Start PFCE Coordinator & Family Advocate.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____
Employee _____