JOB POSTING

**JOB TITLE:** Family and Community Engagement /ERSEA Manager (Qty. 1)

**DIVISION/OFFICE:** Early Childhood Development Division

**EMPLOYMENT TYPE:** Full-time

**REPORTS TO:** Division Director

**LOCATION:** 221 Broad Street, Newark, NJ 07104

**FLSA STATUS:** Exempt

**SOC CODE:** 13-1040

**COMPENSATION:** $55,000 - $60,000 (annual salary)

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

**POSITION SUMMARY:**

- Responsible for comprehensive strategy and implementation of all family and community engagement initiatives and ERSEA within and on behalf of the La Casa’s Early Childhood Division and partnering with Newark Public School systems to be in compliance with the Head Start Performance Standards through monitoring and maintaining correct data in COPA system. These functions will include direct family outreach programs, support for family outreach, coordination of partnerships and parent leadership and advocacy. The Manager is responsible for facilitating and maintaining strategic programmatic partnerships and for participating in community based collaborative and networks. This role also includes the management of Family workers at each center, Parents, Policy Council and collaborate closely with Center Directors and all other Leadership team. The Manager must be able to visit sites and assist with Center enrollment procedures and monitor children’s documents on-site. It is the best practice that children’s files will not be removed from the sites.

**RESPONSIBILITY AND DUTIES:**

- The Manager of Family and Community Engagement/ERSEA’s key responsibilities include the following areas and may be changed at any time based on the La Casa’s Early Childhood Division’s needs.

Develop, Guide and monitor implementation of comprehensive strategy for family and community engagement initiatives within and on behalf of La Casa’s Early Childhood Programs:

- Manage Family and Community Engagement Team (Family Workers) in both team and one-on-one settings to monitor progress toward achievement of team and individual goals.
- Oversee and Implement Parent Curriculum by providing trainings to the families.

Support Family Workers and Center directors in their work supporting family outreach strategy aligned toward improving student outcomes.

- Train and supervise the performance of assigned staff; assign and review the work of staff; interview and select employees and recommend transfers, reassignment.
- Serve as primary liaison for NPS, provide strategies and reflect needs of schools.
- Supervise development of Professional Development for Family Workers and track individual Professional needs and monitor on-going work improvement and growth.
- Prepare and maintain procedural and training manuals; prepare and present trainings for Family Workers; supervision and evaluation of volunteers and Family Workers with input from the center directors.

Develop and implement procedures for the delivery of family and community engagement services as required by the Head Start Performance Standards:

- Participate in the development, preparation, distribution and collection of community needs assessment and self-assessment.
- Coordinate, schedule and provide parent engagement and education activities including parenting classes, support groups, trainings and workshops in variety of topics such as health, mental health, dental and nutritional education.
- Oversee the parent volunteer program and related activities; establish and maintain a calendar of parent activities, projects and meetings.
- Identify, inform and facilitate referrals for parents to access continuing education and training opportunities that may lead to self-enrichment and employment.
- Collaborate with colleagues within the organization to implement strategies and initiatives.
- Plan and conduct Policy Council meetings to assure compliance with federal Performance Standards.
- Consult with Leadership team and staff to determine the program’s needs for various volunteer services and plans for volunteer recruitment; orient and train volunteers prior to assignment in specific service areas.
- Attend a variety of meetings and trainings; prepare and deliver presentations related to assigned activities.

**ERSEA/ Continuous Quality Improvement & Outcomes:**

- Supervise and monitor Parent Intakes and documents to be in compliance with the HS Program Performance at all times.
- Provide on-going trainings and technical support for Family Workers and Center Directors in all child enrollment procedures and children files to be in compliance with the HS PS.
- Conduct Audits for Children files twice a year, provide trainings and Improvement.
- Oversee, implement and monitor effective Attendance Policy to provide Monthly report to the Division Director.
- Monitor Enrollment activities, student documents and provide Monthly Report to the Division Director.
- Coordinate and Develop effective strategy with other Leadership teams for Recruitment activities throughout the year, provide Monthly Report to the Division Director.
Professional Development:
- Collaborates with the Leadership Team to plan, coordinate, and implement a wide range of diverse, applicable, and creative professional development opportunities for all staff.
- Participates in offered trainings, workshops activities during in-service days, and/or all-staff conferences.
- Assumes other tasks and assignments as deemed necessary.

Support Programs for Families:
- Monitor parent participation data to support family workers in effective Family Goal Setting and Tracking system.
- Work with center directors, Leadership Team and the family workers to resolve parent concerns.

Required Skills:
- Manager of Family and Community Engagement/ERSEA must have ability to organize and prioritize in a high-paced environment.
- Ability to remain alert and productive for extended periods of time.
- Work as a team member with other Leadership Team.
- Self-directed and maintain high level of confidentiality.
- Demonstrate good judgment and problem-solving and multi-task.
- Work effectively with staff, child, and family diversity.
- Research, analyze, organize, and prioritize data.
- Must have excellent organizational skills and proven ability to work within prescribed timelines, respond to the supervisor’s requests and center’s needs in a timely manner. He/she must demonstrate ability to function as a leader, as well as a team member producing effective communication system and respond without delay to all family workers and the center directors.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa’s sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa’s program and increase participant numbers.
- Other duties may be assigned to meet business needs.

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:
- Master degree from an accredited university, preferred in Social Work, Education, Policy or Management.
- Three to five years of successful management experience in Head Start program or nonprofit organization.
- Good interpersonal, written and verbal communication skills.
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Outlook and the Internet.
- Must be detailed oriented and able to multitask.
- Ability to take initiative, work independently and work in a team environment.
- Must be able to work in a fast-paced environment and to carry oneself professionally.
- Professional business attire is required.
- This is largely a sedentary role however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.*

*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.

SCHEDULE:
- Monday – Friday, 9:00am -5:00pm (Schedule may vary according to meet division’s needs).

TO APPLY:
- Please email your resume with cover letter to: Yshin@lacasanwk.org
- Only candidates being considered for an interview will be contacted.
- Open Date: February 18, 2020   Closing Date: March 18, 2020

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, disability, age, veteran status, or any other characteristic protected by law.

To learn more about our organization, please visit our website: www.lacasanwk.org