

HEAD START FAMILY SERVICES MANAGER

800

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Develop, implement, and monitor all aspects of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).
- Monitor enrollment, attendance, waitlists, terminations, and replacement activity to ensure funded enrollment.
- Ensure children's files are audited and kept up to date with screenings and child health information.
- Develop and implement plans and procedures for the Family Services content area.
- Monitor and assess program compliance and staff performance in the areas of family services, parent involvement, transitions, and community partnerships.
- Conduct and/or revise a community assessment annually.
- Work with the management team, Director, and Policy Council to plan, select, and train committee members and conduct an annual self-assessment.
- Write and implement plans to address deficiencies or weaknesses in the area of family and community services found through the self-assessment, on-going monitoring and other documentation.
- Ensure community partnerships are established and maintained according to the Family Services Plan and procedure.
- Work closely with the management team and Director to develop and implement management system procedures that support high quality services to children and families.
- Ensure a Parent Committee is established at each center and functioning according to the By-Laws.
- Ensure that Policy Council members are elected by local parent committees.
- Work in partnership with the management team and Head Start Director to ensure a concise and integrated approach is taken in program management and operations.
- Plan, provide training, and act as a mentor and content area resource for Head Start Family Advocates.
- Revise and distribute the Parent Handbook and Community Resource Manual annually.
- Prepare and submit required reports and data to the Head Start Director.
- Approve expenditures for parent meetings and parent activity funds following purchasing procedures.
- Capacity and empathy to work with a diverse population, low-income families, and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children, and families.
- Perform related duties as required.

Qualifications/Requirements:

- Bachelors Degree in social work or a related field.
- A minimum of 3-5 years experience in management and related training.
- Ability to analyze information and statistics, and write summary reports.
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Ability to communicate effectively verbally and through written correspondence with parents, supervisors, co-workers, and community partners.
- Experience in writing grants, proposals, reports, business letters, and memos.
- Aptitude to work with community agencies.
- Ability to focus on both content areas and the management level issues.
- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Flexibility and multi-tasking skills.
- Adheres to professional ethics and standards.
- Good interpersonal skills and the ability to work as both a team leader and member.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
6-18-2015

Signature _____

Date _____