



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	Family and Community Specialist
<b><u>CATEGORY/DEPT:</u></b>	Early Education
<b><u>REPORTS TO:</u></b>	Early Education Family and Community Manager
<b><u>REPORTING STAFF:</u></b>	No
<b><u>STATUS:</u></b>	Non-Exempt

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### **AGENCY OVERVIEW:**

Allies for Every Child (Allies) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 30 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, mental health and pediatric health consultations.

### **JOB SUMMARY:**

Allies Early Education programs serve children zero to five, pregnant women and children/families most vulnerable to negative long-term outcomes (e.g. experiencing homelessness, foster care, poverty, etc.). The Family and Community Specialist (FCS) is a dynamic and multidisciplinary role charged with providing support to children and families through the process of intake (Eligibility, Recruitment, Selection, Enrollment, and Attendance -ERSEA), monitoring attendance across programs, recruiting families for enrollment in the program and Parent Family and Community Engagement (PFCE) services.

### **ESSENTIAL JOB DUTIES:**

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, skills and/or abilities required.

- Recruit families for Early Education programs and meet with families to inform the families of all services available to them
- Monitor and maintain waitlist; conduct follow-up with families
- Administer program practices in line with policy and standards to ensure each family meets the eligibility requirements and is in compliance with mandated federal standards
- Coordinate all transitions for new children to center-based classroom or family child care provider homes with the Early Education Center Site Supervisor and Family Child Care Providers
- Ensure that teachers/family child care providers have full caseloads, by monitoring drops and terminations and updating ChildPlus entries in a timely manner.
- Conduct community outreach regularly based on agency's annual plan to support community relations and waitlist development
- Plan, support and attend family engagement activities aligned with program's Parent, Family and Community Engagement goals (including but not limited to Allies Children's Arts Festival, Winter festival, Connecting parents, Parent café etc.)
- Educate parents on volunteer opportunities with the program and offer support and encouragement for increased parent engagement
- Support with the review of student records for proper immunizations, entering proper documentation in ChildPlus and updating families until the need is met
- Monitor attendance of children in order to support families when needed.
- Support with the development of Family and Community Partnerships (MOU) with other community agencies
- Develop and support all Family Partnership Processes (FPP) and assist parents in developing and following up on Individualized Family Partnership Agreements (FPA) which include: identifying family strengths, goal setting; meeting timelines, developing strategies and monitoring ongoing follow-up services for EHS/EHS-CCP programs
- Complete annual nutrition screening/assessments
- Complete annual health history update
- Provide and develop referrals for child development services, social services and health services including home visits, provider visits, parent trainings, advocacy and crisis intervention in accordance with federal, state and program guidelines

- Support in the organization and facilitation of parent committee meetings, assists with setting up workshops for parents. Learns the variety of workshop topics and offerings. Secures arrangements for transportation, childcare, and other support to encourage attendance
- Maintain regular contact with parents.
- Process and track all internal and external referrals for children and families in Child Plus, following agency policy and procedure, following up as needed
- Coordinate and attends meetings of the Parent Committee (parent meetings) and Policy Council (as needed) providing reports and other information
- Attend/participate in semi-monthly socializations
- Participate in and support annual program self-assessment
- Follow all agency and mandated child abuse reporting procedures
- Provide information to create agency newsletter for families in both English and Spanish with input from family child care providers
- Ensure safety is a priority in performing all job responsibilities
- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

**QUALIFICATIONS & EDUCATION:**

- Required credential or certification in Social Work, Human Services, Family Services, Counseling or related field. BA degree preferred.
- Two years of direct social service experience working with children, families, community groups and/or public agencies preferred
- Familiar with relevant community resources in Los Angeles County
- Able to understand, follow and adhere to State and Head Start Program Performance Standards; familiarity with standards preferred
- Ability to communicate effectively - verbally and in writing
- Strong organizational skills
- Commitment to teamwork
- Basic computer skills required - Word, Excel, Software applications
- Experience working with diverse groups and populations
- Bilingual in English and Spanish required
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of their position, serve as role models for children and families who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for Covid-19, pertussis, measles and influenza (can decline)
- Class "C" driver's license, proof of insurance and access to reliable transportation required

**#BECOMEANALLYTODAY!**

**FOR CONSIDERATION:** Send cover letter and resume to [humanresources@alliesforverychild.org](mailto:humanresources@alliesforverychild.org)

***Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, paid sick leave, vacation leave, and 2 personal days for anniversary of employment and birthday.***

*Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*