



JOB DESCRIPTION

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

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, 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 (e.g. family resources, recruitment, health, family engagement etc.).

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop and support all Needs Assessment/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 state programs
- Recruit (throughout LA county) families for Early Education programs and meet with families to inform them of all services available to them
- Monitor and maintain waitlist; conduct follow-up with families
- Update ChildPlus (database system) 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, Caring Conversations 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
- 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 and assist with setting up workshops for parents including, as needed: learning the variety of workshop topics and offerings, securing arrangements for transportation, childcare, and other support to encourage attendance
- Coordinate and attend meetings of the Parent Committee (Connecting Parent meetings) and Policy Council

- (as needed), providing reports and other information
- 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
- 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
- As needed:
 - 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
 - Administer program practices in line with policy and standards to ensure each family meets the eligibility requirements and in compliance with mandated federal standards
- 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 (2) years' 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
- Bilingual in English and Spanish required
- Strong organizational skills
- Commitment to teamwork
- Basic computer skills required - Word, Excel, Software applications
- Experience working with diverse groups and populations
- 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 test/ risk assessment, proof of immunizations
- Class "C" driver's license, proof of insurance and access to reliable transportation required

#BECOMEANALLYTODAY!

FOR CONSIDERATION: Email cover letter and resume to humanresources@alliesforeverychild.org

Full Benefits Package offered including:

- *Competitive pay*
- *100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision*
- *401k retirement plan with employer match*
- *Employee Assistance Program*
- *Professional Development*
- *12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday*
- *Opportunities for growth and advancement*
- *Initial and ongoing training/mentorship to all employees*