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| Job Title: | **Early Head Start Support and Engagement Specialist** |
| Department: | **Child & Family Development** |
| Reports to: | **Mentor Coach** |
| Grade: | **ECP** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **EHS Program Manager** |
| Date: | **January 19, 2022** |
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| Purpose:The Early Head Start Support and Engagement Specialist will support the Socialization Specialist as needed in implementing socializations, along with supporting families when there is a CFS vacancy through in-kind activity calendars and resource check-ins. The Support and Engagement Specialist will implement Family Engagement opportunities. Child development information, resources, and support services to families will be delivered in a manner that reflects the NMCAA Head Start Programs goals and expectations as delineated in the local program plans. |
| Position Objectives:* To promote and support nurturing relationships between parent/caregivers and their child and provide information and resources that assist parents/caregivers as their child’s first and most important teacher.
* To support family well-being through education and resources that are individualized to that county’s family partnership goals.
* To represent NMCAA in a professional, supportive, and knowledgeable manner.
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| Essential functions:***Eligibility, Recruitment, Selection, Enrollment and Attendance**** Promote and recruit for the NMCAA 0-5 programs in collaboration with the Early Head Start Recruitment and Health Specialist (R&H).
* Provide information about the benefits of, and support families in maintaining, regular program attendance and engagement at home visits and socializations.
* Document and track family engagement attendance.

***Child Screenings and Assessments**** Be familiar with the developmental screenings and assessments that identify concerns regarding a child’s developmental and behavioral skills. Understand the screenings and assessments used in accordance with the Head Start Program Performance Standards and NMCAA’s Early Head Start program guidelines.
* If applicable, support the CFS to assist parents in understanding a disability diagnosis and collaborate with diagnostic professionals to identify appropriate service(s) to ensure that each child’s needs are met.
* If a child is eligible for services under IDEA (Individual with Disabilities Education Act), when applicable, partner with the CFS, parents and the local agency responsible for implementing IDEA to collaborate and coordinate services.

***Education and Early Childhood Development*** * Plan family engagement opportunities individualized to that county in collaboration with enrolled parents, Child Family specialists, Family Engagement Specialists, and the Socialization Specialist. TSGOLD data, school readiness goals, parent/child interests, the Family Needs Assessment, and family goals will be considered during family engagement planning. Enhancing secure parent child relationships, promoting the home as a learning environment, and reflecting the critical role of parents in the development of their children will be a priority.
* Implement the Parents as Teachers (PAT) and Your Journey Together parenting curriculums at family engagement opportunities.
* Support goals for each enrolled child including those with an IFSP, IEP, or ISP.
* Attend monthly Policy Council meetings to support parents in relaying information to and from Policy Council.
* Support parent committee meetings in accordance with NMCAA’s Early Head Start guidelines and the Head Start Program Performance Standards.
* Ensure recalls are updated weekly, sending them to EHS staff.
* Provide quarterly family engagement opportunities in each area. Provide a minimum of 2 Family Engagement activities per county a year.
* In collaboration with CFS’s, provide mental health support to families as needed and/or connect families with mental health services in the community.
* Use family goal data and FOT data as a tool to support Your Journey Together parenting curriculum along with Strengthening Families in establishing appropriate objectives and strategies for each county’s family engagement activity.
* In collaboration with CFS’s, support family goals through resources and education at family engagement opportunities.
* Support socializations as it fits into work hours through attendance when the SS or CFS is unable to attend.
* Support families in a CFS’s absence by sending in-kind calendars, newsletter/calendars and check-in phone calls monthly along with tracking in Child Plus.
* Complete monthly newsletters, distributing to EHS staff across the 10 counties. The newsletter will be shared with Collaborative Agencies as needed.
* Complete individual monthly calendars for each county, distributing to EHS staff. The calendar will be shared with Collaborative Agencies as needed.

***Child Health and Safety**** Assist families in building partnerships to access community-based health, social services, childcare and education/job training opportunities.
* Maintain health and safety guidelines at all family engagement experiences and other program activities.
* Promote children’s health and well-being by providing medical, oral, nutrition and mental health education support services during socializations.

***Environmental Safety**** Review emergency postings annually.

***Family Nutrition**** Plan and purchase food for family engagement opportunities.

***Community Partnerships*** * Establish community and outside agency professional contacts as needed to support the family and child’s well-being (ISD, Early On, mental health support, etc.) and team with other community agencies that enrolled families are currently working with to address family needs, strengths, and goals, to avoid duplication of effort.
* Attend outside agency events, trainings, and growth opportunities to strengthen professional relationships and increase knowledge of available resources.
* Collaborate with other community agency events within different NMCAA programming when it supports EHS child and family goals.

***Family Partnerships**** Review designated program tools to understand EHS family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family and Community Engagement Framework.
* Through collaboration with the Child Family Specialists, support family partnership goals by offering services based on that county’s interests, needs, and aspirations.
* In collaboration with the area’s FES and R & H, support the creation of a County Community Resource Directory by providing information regarding resource changes and/or the addition of new services and programs.
* Link families as appropriate with Northwest Michigan Community Action Agency programs, community resources and service providers, and on-going health care systems to problem solve barriers and address family needs.
* Collaborate with Family Engagement Specialists to support dual-enrolled families*.*

***Management Systems and Procedures**** Attend monthly recaps, staff trainings, Early Head Start meetings, community meetings and participate in professional growth opportunities as specified by your direct supervisor, the Early Head Start Mentor Coach.
* Complete the Family Service Credential within 18 months of being hired for this position.
* Establish an ongoing communication system with your Mentor Coach to ensure supervisory support when any concerns arise around family or staff safety.
* Maintain confidential, accurate and up to date family engagement records.
* Attend all Mentor Coach designated team meetings to discuss trends in families and community, share resource information, and/or coordinate other shared roles such as newsletters, family engagement opportunities, socializations.
* Adhere to scheduled work hours as required. Family engagement opportunities meetings may require evening and weekend hours. Staff must adjust weekly schedule when this occurs so as not to exceed allotted weekly work hours.
* Collaborate with staff in your area to design and mail monthly newsletters to assigned counties.
* Perform other incidental and related duties as required and assigned.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Feedback from agency leadership, staff, community partners and families.
* Flexibility to adjust to situations and react as necessary for the betterment of the agency.
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| **Minimum Education:*** Home-based CDA, CDA, or an Associates Degree related to Child Development or Human Services or a related field.
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| **Minimum Experience:*** Prior experience working with low income/at-risk families.
* Experience working directly with children and families preferred.
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| **Essential Abilities:*** Ability to perform physical tasks to carry out specific job duties as outlined.
* Ability to meet the State of Michigan and Federal background check requirements.
* Ability to meet the State of Michigan physical and TB examination requirements.
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| **Minimum Skills and Qualities Required:*** A commitment to the NMCAA philosophy and mission and a willingness to adhere to the NMCAA Child and Family Development Program Guidance Policy and Cornerstones of Culture.
* Demonstrate a strength-based approach in working with families.
* Possess effective written and interpersonal communications skills necessary to partner cooperatively with coworkers, families, other agencies, and health entities.
* Strong organizational skills with the ability to plan, organize, prioritize, and multitask in order to work efficiently and effectively.
* Knowledge of basic computer skills and office equipment.
* Dedication and adherence to confidentiality.
* Commitment to engaging in positive interactions with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Desire and ability to work openly and cooperatively as a team member.
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| **Minimum Physical Expectations:****Physical activity that often involves or requires the following:*** Keyboarding, sitting, phone work and filing
* Extensive time working on a computer
* Car travel
* Lifting under 25 lbs.
* Bending, stooping, reaching, climbing, kneeling and/or twisting
* Pushing and/or pulling over 25 lbs. but not more than 50 lbs.

**Physical activity that sometimes requires the following:*** Lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:*** Routine use of standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.
* Possible exposure to blood and bodily fluids.
* Possible exposure to communicable diseases.
* Exposure to potential traffic dangers and varying weather conditions when conducting work related travel.
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