



Position: Head Start Family Engagement Specialist

The Summit Head Start program supports low-income families with children 0-5 years old, by providing comprehensive early childhood programs in both home and center-based environments. Join a dynamic team that is collaboratively working to improve the lives of children and families in Summit County. We offer a supportive and flexible work environment with an emphasis on ongoing professional development of staff.

Under the supervision of the Summit Head Start Program Director, the Head Start Family Engagement Specialist will work directly with enrolled families and community partner staff to assure quality deliverables for Head Start children and their families.

Requirements for this position include:

- Must excel at working with children under 5 years of age and their families.
- Enjoy working as part of the team, as well as independently.
- Show initiative to continually improve program and services provided
- Bilingual in English and Spanish.
- Adaptable and personable.
- Excellent communication skills—verbal and written.
- Experience working with families from diverse cultures and with various economic backgrounds.
- Ability to network in order to provide a comprehensive approach to client services.
- Confident working with computers and data entry.
- Knowledge of various word processing and computer programs.
- Understanding of and/or ability to learn and adapt to the use of various internet and/or mobile device application formats.
- Valid driver's license and reliable transportation (mileage costs reimbursed by agency).

Education Requirements:

- Education or experience in social services, early childhood, and/or related fields
- Within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling, or a related field
- Knowledge about Head Start Parent, Family, and Community Engagement (PFCE) Framework or willing to understand and learn the framework within the first year of hire

This position's duties include:

- Maintain communication with enrolled families throughout the program year, providing them with support and assisting in connecting families to resources including various parenting curriculum resources.
- Provide for and/or connect parents to opportunities to enhance parenting skills, knowledge and understanding of the education/developmental needs and activities of their children.
- Assist families in enrollment process, goal setting, Family Partnership Agreements, completing paperwork and meeting Early Head Start and Head Start requirements at partner sites.
- Complete all data entry, record-keeping, and reporting required by the program around family goals, resources, referrals and health documents into ChildPlus.

- Support family in completing child screening tool; ASQ-2 and ASQ-3
- Follow up on all child absences of three consecutive days or patterned absences. When applicable, meet with the family and ERSEA coordinator to create an attendance plan.
- Coordinate the Head Start team to review and verify eligibility for all completed applicants.
- Maintain and complete accurate enrollment information in ChildPlus related to eligibility, enrollment, and disability referrals.
- Responsible for tracking health assessment requirements and any other necessary follow-up with families in coordination with the Program Manager related to medical, dental, vision, and mental health services.
- Assist Program Manager with annual Health and Safety event as well as Health and Mental Health Services Advisory Committee (H&MHSAC) three times a year.
- Work with a variety of community partners including, but not limited to: community child care programs, school district, public health, social services, and other community programs.
- Plan, coordinate, and execute HS Family Engagement events and support program events.
- Building and maintaining relationships with childcare sites, staff, and teachers.
- Encourage families to participate in volunteering at their child's program sites.
- Collaborate with appropriate team members on assigned projects and/or programming enhancements.
- Develop a professional development plan and actively work towards completion of the plan.
- Availability to work flexible hours and help coordinate Head Start events, attend community events, and trainings in evenings as needed.
- Adhere to agency policies, including maintaining confidentiality.
- Participate in local, regional, and national training as appropriate and as funding allows.
- Other duties as assigned.

Benefits: Competitive pay based on experience and education is proposed to start between \$24-\$28/ hour. Full time at 40 hours per week. Flexible work schedule. Professional development and training opportunities. Quality health insurance or retirement plan option, dental, vision, wellness, and PTO. References and background checks required for hire. Need to be eligible to lawfully work in the US. Send resume and cover letter to Kim Theller at kim@earlychildhoodoptions.org.

ECO values a flexible work environment, with opportunities to work from home. Due to the nature of this position, it is essential that the Family Engagement Specialist is available for regular in-person meetings with community partners and ECO staff.

- ECO follows all Public Health guidelines to protect staff and others against COVID-19. All persons accepting a position within Early Childhood Options are strongly encouraged to get the COVID-19 vaccinations.

Early Childhood Options (ECO) is the Summit County hub for early childhood services, leveraging resources and opportunities to promote the success of early childhood teachers, young children and their families. For more information about Early Childhood Options, visit www.earlychildhoodoptions.org

ECO is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability

