



Oregon Child Development Coalition  
**JOB DESCRIPTION**

<b>Position Title:</b>	ERSEA Family and Community Partnership System Supervisor	
<b>Wage/Hour/Status:</b>	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
<b>Pay Grade:</b>	13, 14, 15	
<b>Reports to:</b>	Program Director	
<i>Employee's signature of acknowledgment and understanding of this document:</i>		
_____		_____
<i>Name</i>		<i>Date</i>

**Position Summary:**

Ensures full enrollment for all county programs, responsible for all elements of ERSEA in the county, assists the Program Director with parent activities and trainings, and works with the Program Director on community /resource development, community outreach and partnership building.

**Essential Functions:**

*Regular and consistent attendance is an essential function of this position.*

**1. Ensures Eligibility Recruitment Selection Enrollment and Attendance (ERSEA) performance standards by:**

- a. Meeting and maintaining 100% of funded enrollment for all county programs in accordance with Head Start Performance Standards and Agency guidelines.
- b. Managing family recruitment activities in all service areas prior to start-up.
- c. Collaborating with Family and Health Services on the completion of enrollment packets prior to start up.
- d. Coordinating and assisting with enrolling families into the program.
- e. Reviewing all enrollment documentation to determine eligibility and ensure compliance with Agency guidelines.
- f. Being responsible for recruitment of children with disabilities to ensure 10% of county's enrollment to meet federal criteria.
- g. Entering ERSEA data into STATUS.
- h. Overseeing Average Daily Attendance and monitoring this with the Family and Health Services Supervisor.
- i. Ensuring team approach is utilized in all recruitment activities.
- j. Responsible for development of a recruitment plan for county programs.

**2. Assists Program Director in family and community partnership development by:**

- a. Participating in local community advocacy and support networks that provide services to families served by the program.
  - b. Encouraging parent participation in all programs.
  - c. Scheduling calendar of parent events for program year in conjunction with all other program service areas.
  - d. Coordinating parent events based on family interest questionnaires.
  - e. Involving parents in community activities and groups.
  - f. Monitoring literacy funds and parent activity funds to set up literacy opportunities and classes for parents with approval from Family and Health Services Supervisor and Program Director.
  - g. Marketing our program to parents and community partners.
  - h. Customizing and coordinating development of Parent Pages monthly newsletter, flyers and announcements in collaboration with County Management Team.
  - i. Linking parents to community resources.
  - j. Working with community partners to ensure resources in the community are available to all parents in the program.
- 3. Maintains systems for tracking, documentation and provision of resources by:**
- a. Implementing systems for training and tracking volunteer participation.
  - b. Ensuring all relevant Parent Involvement information is entered into STATUS and/or SAMOA.
  - c. Maintaining documentation and accurate records related to Parent Involvement service areas.
  - d. Ensuring establishment and maintenance of Parent Resource Room and encouraging parents to use the resources provided.
- 4. Assists Program Director in the development of community outreach and partnership building by:**
- a. Participating in gathering and compiling Community Needs Assessment (C.N.A.).
  - b. Attending community meetings.
  - c. Identifying areas for Resource Development and organizational capacity building.
  - d. Developing Interagency Agreements, Memorandum of Understanding and contracts.
  - e. Developing a monthly newsletter for parents and community.
- 5. Contributes to team efforts by:**
- a. Attending staff meetings.
  - b. Working closely and collaborating with management staff to plan, provide and execute ERSEA, parent and community related events.
  - c. Attending local and/or state training.
  - d. Meeting with Family and Health Services Supervisor on a regular basis.
  - e. Establishing open and positive communication and interaction with all staff.
  - f. Participating with county and management staff in program planning, budget preparation, and grant development.
  - g. Providing positive and constructive input to all aspects of the program.
  - h. Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
  - i. Developing monthly reports for the Program Director

- 6. Maintains confidentiality and protects agency operations by:**
  - a. Keeping all family personal issues and other information strictly confidential.
  - b. Reporting any discrepancies related to family files to the Family and Health Services Supervisor.
  
- 7. Continually applies safety practices in all facets of the performance of duties by:**
  - a. Complying with agency safety standards.
  - b. Supporting participation of a safe environment.
  - c. Immediately reporting any unsafe or hazardous working conditions and/or any injury.
  
- 8. Performing other work related or assigned duties.**

**Education and Job Requirements:**

BA degree in Social Work or related field preferred, with 2 years related experience.

**Other Job Requirements:**

1. Demonstrated knowledge of Head Start system.
2. Possess current First Aid and CPR cards with infant/child CPR.
3. Ability to travel extensively.
4. Ability to pass agency sponsored physical examination.
5. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
6. Ability to relate positively to children and adults.
7. Must be enrolled in Oregon Criminal History Registry.
8. Must maintain any current education licensing.

**Other Skill Requirements:**

1. Bilingual English/Spanish required. Must read, write and speak Spanish fluently.
2. Excellent written and oral communication skills-ability to represent organization at community meetings.
3. Community development /capacity building and outreach experience.
4. Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word, Excel and other software.
5. Excellent managerial and organizational skills.
6. Effective training/development skills.
7. Must perform duties with little direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, requires independent decision-making.

**Physical Requirements of the Job:**

Please see attached Physical Job Analysis.

**Job Conditions:**

May work outdoors intermittently with exposure to typical Oregon weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Frequent travel to different sites, depending on the needs of the parents and families. Position also requires some travel to different locations across the state for training.

**Mental Requirements of the Job:**

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Considerable amount of variable levels of concentration with frequent or constant interruptions.

*This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.*