

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

<b>Position:</b>	Family and Community Engagement Coordinator
<b>Reports To:</b>	Child and Family Services Manager
<b>FLSA Status:</b>	Exempt

### **General Duties:**

Family and Community Engagement Coordinator is responsible for assisting the Child & Family Services Managers in the planning, monitoring and implementation of Family Support and Engagement, Recruitment, and Community Outreach. Under the direction of the assigned Child & Family Services Manager, the Family and Community Engagement Coordinator also assigns tasks, provides resources, coordinates referrals and offers support to Family Advocates.

### **Specific Duties and Responsibilities:**

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Assist in recruitment planning and full implementation of the ERSEA and Family Partnership systems.
- Recruit and enroll children and expectant families using the established priority and eligibility systems.
- Meet with the Child & Family Services Managers, family advocates and/or others as needed to ensure compliance with the Head Start Performance Standards.
- In the absence of the Child & Family Services Managers, coordinates staff assignments and duties.
- Support Family Advocates in case management, transition, and staffing for implementing services to HS/EHS children and families.
- Assist in conducting and facilitating staff meetings and trainings and updating manuals.
- Conduct file audits and provides appropriate feedback to staff.
- Participates in the development and revisions to the policies and procedures including areas of family, health, safety, and nutrition.
- Assist Child and Family Services Manager to coordinate, distribute, and aggregate data for the Family Satisfaction survey.
- Represent CCHS/EHS positively with businesses and community agencies.



- Work collaboratively with agency staff, program partners, and community agencies to provide comprehensive delivery of child development, family support, and referral and crisis intervention services to families.
- Maintain and respect the confidentiality of families, staff, and program.
- Support parents in parent involvement and volunteer efforts.
- Assist the Site Managers in the development and maintenance of the Family Committee Meetings, including training, provision of resources, monitoring, and feedback to assure quality services.
- Coordinate and promote parent trainings and educational activities in areas such as child development, health, mental health, substance abuse, domestic violence, childbirth, family literacy, parenting, money management, and child abuse and neglect.
- Complete the Community Assessment every 5 years and update annually as necessary.
- Submit monthly Program Information Reports on Family and Community Partnerships.
- Comply with Head Start Performance Standards, DCFS licensing standards, DCFS mandated reporting requirements, and all other local, state, and federal regulations.
- Accurately document and enter family demographic information, child attendance, program enrollment data, and delivery of family support services.
- Work directly with Family Advocates to support them in helping families with goal setting and creation of family partnership agreements.
- Monitor the completion and documentation of the Family Needs Assessments completed by the Family Advocates.
- Coordinate and facilitate the recruitment committee.
- Update Community Resource Directory annually.
- Implement and promote the National Fatherhood and Male Involvement Initiative in compliance with the Head Start Performance Standards.
- Participate in Professional Development experiences including participating on the program quality improvement and evaluation committees.
- Use available technology to increase efficiency, maintain accurate up to date records and reports.
- Perform other duties as assigned.

## **Required Knowledge, Skills and Abilities:**

- Associates degree in Social Work, Family and Consumer Science, or related field with 3 years direct service experience. Bachelor's degree preferred.
- Experience working with low-income families and diverse populations.
- Knowledge of local community resources.
- Must meet all requirements for childcare staff as defined by the Illinois Department of Children and Family Services.
- Must be at least 21 years of age with a valid driver's license, car and insurance.
- Must be able to communicate professionally (written, verbal and listening) with individuals and groups at all levels both internally and externally.
- Must possess strong skills in the use of common office software for word processing, spreadsheets and databases. Ability to learn the use of web-based systems.
- Must be able to travel to meetings, families' homes and other program sites.



- Willingness and ability to learn and practice leadership skills.
- Ability to prioritize and handle emergency situations.
- Respect for family and staff confidentiality.
- Respect for the principles of EEO and ADA.

## Essential Functions:

For any program option and/or event, the ability to:

- plan and coordinate family and community events
- observe participating children and/or families
- observe staff job performance
- conduct safety audits
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families, and/or staff
- sit/stand at a desk 70% of workweek
- travel 15% to 20% of workweek
- lift and carry a child averaging 35 pounds in an emergency situation at a site
- work weekends and evenings

## Competencies:

- Relationship Building
- Needs Assessments
- Problem Solving/Analysis
- Project Management
- Communication Proficiency
- Public Speaking
- Decision Making
- Ethical Conduct
- Time Management
- Crisis Intervention

## Work Environment:

- Primarily climate controlled with minimal safety/health hazard potential
- Bending
- Occasional lifting (overhead, waist level)
- Noise level is typically quiet with minimal sound distractions from conversation, doors opening and closing
- Frequent near-vision use for reading and computer work

## Disclaimer:

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CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council:

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

