



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Family and Community Engagement Coordinator

Reports To: Child and Family Services Manager

FLSA Status: Exempt

Position Purpose:

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.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

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- 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.



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- 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:

- Associate degree in Social Work, Family and Consumer Science, or related field with 3 years direct service experience. Bachelor's degree preferred.
- Must meet all requirements for child care 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.
- Previous experience in an early childhood setting preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruitment of families preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.



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Essential Functions:

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

- align with the vision, mission, and values of the organization
- plan and coordinate family and community events
- provide training and coaching to the Family Support Team
- observe participating children and/or families
- observe staff job performance
- use oral and written communication, and interpersonal and management skills necessary to effectively supervise staff, relate to children, families, and community agencies
- adhere to the bargaining unit contract
- utilize technology to meet program requirements
- work in a fast-paced work environment
- adjust to change frequently
- work independently and meet strict deadlines
- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children and/or families
- manage projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- lead trainings and meetings
- travel to meetings, home visits, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- Sit, stand, and walk 80% of workweek
- travel 20% of work week
- lift and carry a child up to 50 pounds



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Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Occasional adjustments of office furniture
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may fluctuate depending on visitors within the office or centers
- Frequent near-vision use for reading and computer work
- Travel to meetings, trainings, and other work sites

Disclaimer:

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: March 25, 2019

Signature of Employee

Date



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