

Family Engagement Specialist

DATE:	February 2022	FLSA:	NON-EXEMPT
REPORTS TO:	Regional Manager	HOURS:	Not to exceed 20 hours/week
DEPARTMENT:	Early Childhood Systems	HOURLY WAGE RANGE:	\$21/hr to \$24/hr

JOB SUMMARY

Establish relationships with parents, and community organizations including public childcare, Head Start, and Public Schools to support family engagement, and community partnerships through communication, events, and relationship building. Bridging collaborative partnership that build understanding of families and their experiences with ECCE, therefore determining regional priorities. Emphasizing early childhood education and quality childcare services through Ready Regions Chesapeake Bay, partnering with Smart Beginnings.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Along with the Regional Manager, ensure that across community partners, equity-centered family engagement is a priority; that underserved, historically marginalized families are authentically engaged and have opportunity to provide input from the outset
2. Directly seeks knowledge from families to understand strengths and community need that has not been met and/or addressed
3. In collaboration with the Regional Manager facilitate outreach initiatives to strengthen community partnerships and offer families new opportunities for involvement in the Ready Regions Chesapeake Bay area
4. Assist with Family Engagement Ready Regions led activities to include multiple levels of family engagement: increased access to consumer information; engaging families to support development and learning; engaging and empowering families so they inform design of systems, policies, and services.
5. Research community resources for families and organize and maintain accurate, up-to-date information on community agencies
6. Along with the Regional Manager, participate in VECF-provided technical assistance to build regional capacity to establish Family Councils to inform system design with diverse representatives from families with children birth through 5 years of age
7. Participates in internal team meetings and required state or regional trainings
8. Work with the Regional Manager to review all community level Family Engagement Self-Assessment and plan(s) as a region to help identify a set of regional priorities to be addresses
9. Other Duties. Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

TRAVEL: Specialist must be able to provide their own transportation around the Ready Regions Chesapeake Bay area to early childhood facilities and across the state for meetings and trainings. Specialist is responsible for completing SBVP mileage form and submitting mileage monthly to be reimbursed at the state/federal mileage rate. Any out of state training must receive prior approval.

QUALIFICATION AND COMPETENCIES

1. Associates degree preferred from an accredited institution in a child-related or human services field. **OR** education and experience commensurate with above preference.
2. Basic knowledge of child development and willingness to learn about components of classroom assessment/observation (CLASS).
3. Establish and maintain effective working relationships in a collaborative style.
4. Communicates well orally, in person, by telephone, and in writing.
5. Meets all deadlines and manages time well.
6. Exhibits cultural sensitivity and has experience working with people from diverse backgrounds.
7. Ability to use technology effectively (Microsoft and Google Suites, communications platforms, other software)
8. Ability to travel in Virginia across the Ready Region Chesapeake Bay area supplying your own transportation, documentation of current auto insurance and valid driver's license with annual reporting of no infractions.
9. Completion of required background checks: child protective services criminal history, and national sex offenders, as well as a TB risk assessment.

ESTIMATED ON-THE-JOB TRAINING TIME: Up to 6 months. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 and 6-month periods.

WORK ENVIRONMENT: Specialist may work remotely from home, on-site at early childhood facilities or in the Smart Beginnings Virginia Peninsula office.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

EEO STATEMENT: SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

ACKNOWLEDGEMENT: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

If you are interested in applying for the position, please send a cover letter and resume to KBloom@smartbeginningsvp.org