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**CLASS TITLE/POSITION:** Head Start Family Engagement Manager (JOB #1017H)

**STARTING SALARY:** \$18.64 - \$21.31/hr + Benefits

**LOCATION:** Cosmos, MN

**JOB STATUS:** Full time (40 hours), Non-Union, Non-Exempt

**RESPONSIBILITIES:** To meet the Agency's mission as a team member in a comprehensive approach to community building participant self-sufficiency attainment. To effectively administer and implement, in conjunction with other Managers a comprehensive, integrated Head Start services plan. To ensure that the program complies with Head Start Performance Standards and MN Department of Human Services regulations.

**JOB DUTIES INCLUDE:**

- Serve actively as a member of the Head Start Management Team.
- Be familiar with the Head Start Act and Performance Standards to ensure compliance.
- Supervise ERSEA Coordinator, Family Service Workers, and community volunteers.
- Collect and analyze family services data.
- Oversee implementation of parenting curriculum.
- Provide functional supervision and assistance in the area of family services.
- Assure parent involvement throughout the Head Start Program.
- Facilitate Policy Council meetings and provide technical assistance and training.
- Provide technical assistance, training and monitoring to encourage and build Parent Groups.
- Update and maintain the Family Engagement calendar.
- Support and model United's Behavioral Competencies.

**EDUCATION AND EXPERIENCE:**

- Minimum of a Bachelor's Degree related to Family Services as defined by the Head Start Program Performance Standards.
- Supervisory experience preferred.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to implement strategies to involve stakeholder groups in program planning and development.
- Effective verbal and written communication skills.
- Ability to develop and maintain individual and community partnerships.
- Interpersonal skills.
- Ability to work as part of a team.
- Ability to train and provide technical assistance to off-site staff.
- Problem solving and conflict resolution skills.
- Ability to plan, set goals, monitor implementation, and evaluate program activities.
- Regular, reliable attendance.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

**CLOSING DATE:** October 27, 2017

**CONTACT:** Shayna St. Pierre, Human Resources Coordinator  
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