

V
A
C
A
N
C
Y

CLASS TITLE/POSITION: Head Start Family Engagement Manager (JOB #0719D)

STARTING SALARY: \$16.84 - \$22.47/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 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: Open until closed.

CONTACT: Human Resources

United Community Action Partnership, Inc.
200 4th St SW, PO Box 1359, Willmar, MN 56201
320-235-0850 Ext. 1129

Email: Humanr@unitedcapmn.org
www.unitedcapmn.org