



Position Description

Family Engagement Specialist

Job Identification

Job Title:	Family Engagement Specialist
Status:	Non-Exempt
Immediate Supervisor:	Family Engagement Coordinator
Duration:	Full Time

Our Mission

Baby TALK's mission is to positively impact child development by nurturing healthy and responsive relationships during the critical early years.

Job Summary

The Family Engagement Specialist comes alongside center-based families to provide strengths-based support, resources, advocacy, and crisis intervention in accordance with federal, state and program guidelines. The Family Engagement Specialist is responsible for assisting families in setting and achieving their individual family goals. The Family Engagement Specialist collaborates with staff and community partners to provide comprehensive services, assists in the planning and implementation of family events/parent meetings, and assists in classrooms. The Family Engagement Specialist maintains appropriate records and data in accordance with Head Start Performance Standards and Prevention Initiative guidelines.

Essential Functions

- Provide family support to 18-24 center-based families
- Conduct bi-weekly or monthly home visits with enrolled families depending on families' need
- Use the Family Resource Assessment to identify areas of support needed for each enrolled family
- Maintain and regularly update the Baby TALK Individual Family Goal Plan for each enrolled family
- Collaborate with community organizations to provide opportunities for enrolled families to meet their goals
- Ensures case files and documentation are completed and maintained in accordance with Head Start Performance Standards and Prevention Initiative guidelines
- Work in tandem with classroom teachers to ensure comprehensive, wrap-around services for families to include child development services and social services



- Provide assistance in classrooms during busy times, including mealtimes and the beginning of naptime
- Sub for classroom teachers when scheduled
- Perform other work related or assigned duties
- Actively participate in staff meetings and twice monthly reflective supervision meetings with direct supervisor
- Assist in the planning and implementation of family events and parent meetings
- Complete ongoing professional development

Requirements

Education and Job Requirements

Bachelor's Degree required in education, social services or a related field. 2 years combined experience with early childhood services preferred: classroom/social work. DCFS Teacher qualified preferred or willingness to gain qualified status within the first year of employment. Experience and training in DCFS center-based programming, home visiting, Prevention Initiative and Early Head Start experience preferred. Ability to interact positively with program participants, agency representatives, and the community-at-large.

Other Job Requirements

- Effective written and verbal communication skills, decision-making skills, time and stress management skills, organizational skills.
- Demonstrated knowledge of Head Start and ISBE Prevention Initiative systems or a willingness to learn.
- Ability to work cooperatively with supervisor, peers, and subordinates.
- Possess current First Aid and CPR cards with infant/child CPR or a willingness to complete.
- Ability to travel occasionally.
- Ability to pass agency sponsored physical examination.
- This position is an authorized driver and must possess own vehicle, current driver's license, good driving record, and auto insurance coverage.
- THIS IS A MANDATED REPORTER POSITION.
- Must have ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but requires independent decision-making.



Physical Requirements of the Job

Job Conditions:

May work outdoors intermittently with exposure to typical weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. May be exposed to illnesses generally attributed to children.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Patient, able to resolve conflicts, creative, and resourceful. Excellent problem solving, planning, and organizational skills. Frequently faces deadlines with attention to detail and must complete tasks in a timely manner. Must be able to handle multi-faceted tasks on a frequent basis.

Accountability

The Family Engagement Specialist is directly accountable to Baby TALK's Family Engagement Coordinator. The Family Engagement Coordinator evaluates the Family Engagement Specialist once a year and more frequently if needed. Reflective supervision is provided by the Family Engagement Coordinator on a regular basis. The Family Engagement Specialist is evaluated based on the responsibilities described in this position description.

Signature of Employee _____

Date _____

Signature of Supervisor _____

Date _____