



Family Engagement Specialist

DATE:	June 2023	FLSA:	NON-EXEMPT
REPORTS TO:	Community Engagement Manager	HOURS:	NTE 20 hours/week
DEPARTMENT:	Early Childhood Systems	HOURLY WAGE RANGE:	\$20/hr to \$25/hr

JOB SUMMARY

Establish relationships with parents, and community organizations including public child care, Head Start, and Public Schools to support family engagement, and community partnerships through communication, events, and relationship building. Convene and facilitate family council(s) to promote understanding of families' lived experiences in the early childhood years from birth to age five, leading to influence in and the determination of regional priorities for the larger regional coalitions. Emphasis for engagement will be on early childhood care and education across Ready Regions Chesapeake Bay (Essex, Gloucester, James City, King and Queen, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, Westmoreland, York Counties, and the Cities of Hampton, Newport News, Poquoson, and Williamsburg).

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Value and seek equity-centered family engagement that uplifts underserved, historically marginalized families so they can authentically engage and can provide meaningful input.
2. Directly seek knowledge from families to understand both strengths and community need that has not been met and/or addressed.
3. Recruit parents/caregivers raising birth to five children to serve on a Family Council then conduct an orientation process and onboard new family council members.
4. Working closely with the Community Engagement Manager, facilitates outreach initiatives to strengthen community partnerships and offer families new opportunities for involvement in the geographic areas of Ready Regions Chesapeake Bay.
5. Assist with Family Engagement all activities at 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.
6. Research community resources for families by organizing and maintaining accurate, up-to-date information on community agencies.
7. Report monthly on all activities on the Family Engagement Monthly Report form. Provide information for or contribute to required state reports and present to organizational leadership on Family Engagement activities as requested.
8. Participate in state-offered technical assistance to build regional capacity in establishing Family Councils that inform system design with diverse representatives from families with children birth through 5 years of age.
9. Participates in organizational team meetings and required state or regional training.
10. Co-lead with Community Engagement Manager, all community level family engagement Self-Assessments and subsequent plan(s) as a whole region to help identify a set of regional priorities to be addressed.
11. 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 in Ready Regions Chesapeake Bay area and sometimes in other parts of the state for meetings and trainings. The specialist is responsible for completing a mileage reimbursement form to be submitted monthly and will be reimbursed at the IRS approved mileage rate. Prior approval from the Supervisor must be received prior to attending out-of-state training or conferences.

QUALIFICATION AND COMPETENCIES

1. Associate degree preferred from an accredited institution in education, social work or human services field OR experience and education commensurate to this preference.
2. Preferred candidate will reside in one of the following counties: Essex, Gloucester, King and Queen, King William, Lancaster, Mathews, Middlesex, Northumberland, Richmond, or Westmoreland County
3. Basic knowledge of child and family development and willingness to learn about components of the Virginia quality measurement and improvement system (VQB5).
4. Establish and maintain effective working relationships within a framework of collaboration.
5. Communicates well orally, in person, by telephone, and in writing.
6. Meets all deadlines and manages time well.
7. Exhibits cultural sensitivity and has experience working with people from diverse backgrounds. Bilingual in Spanish is a plus.
8. Ability to use technology effectively (Microsoft and Google Suites, communications platforms, other software)
9. Ability to travel across the Ready Region Chesapeake Bay area, using one's own transportation, requiring documentation of current auto insurance and a valid driver's license with annual reporting of no infractions.
10. Completion of required background checks: child protective services criminal history and national sex offenders. Registry.

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: On-site and in-person at the main office or from an approved remote work space with a signed telework agreement, or in other community spaces

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 accommodation may be made to enable individuals with disabilities to perform their 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.

SIGNED ACKNOWLEDGEMENT ONCE HIRED constitutes employee's understanding of the requirements, essential functions, and duties of the position.

If interested in applying for the position, please send a cover letter and resume to:

jobs@firstsparkva.org