AUBURN
Human Resources

Spec III, Family & Community Engagement

Job Description

JOB INFORMATION

Job Code	CA32C
Job Description Title	Spec III, Family & Community Engagement
Pay Grade	OP08
Range Minimum	$45,480
33rd %	$54,580
Range Midpoint	$59,130
67th %	$63,670
Range Maximum	$72,770
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/29/2019

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Assistance Programs

JOB SUMMARY

The Family & Community Engagement Specialist works directly with families and children participating in the Early Head Start Program.

RESPONSIBILITIES

- Plans, teaches, implements, and evaluates research-based educational programs and information to improve the lives of low income, under-resourced families and children participating in the Early Head Start Program.
- Works with assigned families to establish and maintain a safe, healthy learning environment, including supervision of children. Collaborates and supports families to implement sound family life practices, extend learning into the home, and connect with community partners and schools.
- Teaches, plans, implements, and evaluates individualized curriculum and research-based educational programs designed to improve the lives of families and children in order to promote school readiness, healthy individuals, and family functioning.
- Ensures that parent and family engagement activities are systematic and integrated across program foundations and program impact areas, and family engagement outcomes are achieved, resulting in children who are healthy and ready for school.
- Collaborates with partner agencies and other groups that support families and children in order to achieve positive outcomes for children of all abilities. May collaborate with partner agencies to establish and develop community resource programs where needed.
- Documents work goals, progress, and assessments with each provider on the mentor's caseload. Ensures documentation is submitted in a timely manner.
- Generates and analyzes assessments in order for the Family Services Coordinators to implement changes as needed to contribute to continuous quality improvements. Documents children and families' progress through ongoing observation and direct assessment activities; uses that data to plan and individualize curriculum.
- Develops tools and systems for monitoring, tracking, analyzing, and reporting family engagement outcomes.
- Recruits families to enroll in the Early Head Start Program.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Must have a degree in Social Work, Child Development, Early Care and Education, Human Development and Family Studies, Human Services, Family Services, counseling, or related field. Within 18 months of hire, employees with a degree not related to Human Sciences must satisfy one of the following: (1) must attain certificate or licensure in program such as social work, public health, or counseling, or (2) must attain a master's degree in human services, family services, or related field	and	4 years of	Experience in community-based education, program planning and implementation, social services, community engagement, parent education and training, caregiver training, working with families, and/or interview data collection.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	Within 18 months of hire, employees with a degree not related to Human Sciences must obtain licensure or certification in his/her respective field of practice. For example, employees with a degree in social work must obtain a designation of Licensed Bachelor Social Worker (LBSW), Licensed Graduate Social Worker (LGSW), or Licensed Certified Social Worker (LCSW)		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.