

Tompkins Community Action

an active community can produce powerful change

JOB TITLE: Family Partner
STATUS: Non-Exempt
DEPARTMENT: Family Services
SUPERVISOR: Family Services Manager

Job Summary:

Support and engage families through their participation in Head Start, Early Head Start, and Primary School Support programs options in Tompkins County. Facilitating access to program and community resources that support and build solutions for individualized child and family goal plans through strength based family partnerships. Ensure maximum opportunities for children and family participation in program and community activities throughout Tompkins County. Support program activities that enhance School Readiness and Family Engagement program goals.

Job Responsibilities:

Program Delivery: (80%)

- Ensure families complete all program participation requirements; providing community health resource and referral information; includes completing program Family Assessment identifying strengths and needs.
- Create individualized Family Partnership Agreement that identify interests and self determined goals; providing solution building as well as agency and community resources to enhance success.
- Create individualized opportunities for family involvement throughout the program.
- Practice cultural competence by facilitating communication in family's primary language, obtaining a knowledge base of families cultural practices and providing resources in family's primary language
- Provide resources for families' participation in child development, family and adult education opportunities; including identifying trainings and community resources for adult learning.
- Implement and support timely program transition plans; that support family involvement in their child's continued academic success as they move from Early Head Start to Head Start, to other providers and into primary school.
- Utilizing agency and community resources to create strategies that support families in effectively advocating for their children in an elementary school environment; supporting enrollment in Primary School Family Support Program
- Collaborate with specialists, consultants and agency staff to support children and families services; support families in an effort to acquire community services and assist families in self advocacy
- Ensure service delivery is providing families with special needs children resources to enhance program participation and support family needs.
- Act as a liaison between Center Programs and families, supporting and expanding parent involvement and connections.
- Distribute program newsletters, community news, and agency program activity calendars and materials.
- Complete a minimum of 4 family centered home visits annually as defined in program procedures, may include nights and weekends
- Check child attendance daily and ensure follow up on absences
- Create and implement support plans for families whose children have unexcused absences.

- Actively participate in bi-weekly scheduled Child and Family Planning; identifying needed resources and sharing child progress and potential challenges.
- Implement a monthly contact with center enrolled families to ensure program needs are met.
- Coordinate with Center Managers to provide available resources to mitigate barriers to participation when applicable.
- Develop relationships with parents and structure services to encourage trust and respectful, ongoing two-way communication between staff and parents creating a welcoming program environment that incorporates the unique cultural, ethnic and linguistic backgrounds of families.
- Provide program orientations for newly enrolled families; providing information about educational opportunities and department initiatives.
- Provide information and referrals based on families identified wants and needs
- Support recruitment of parent participation on Policy Council, and assist in training family participants to become officers.
- Support establishment of Center Parent Committees, participate in creating and planning activities; includes providing training to enhance leadership skills.
- Support and participate in program recruitment and community involvement activities; may include nights and weekends.
- Work with Center staff as active team member to problem solve and increase program delivery
- Coordinate with program and agency staff to provide services to address Homelessness and meet the needs of children and families enrolled in Foster Care
- Support and participate in program activities, as requested
- Participate with program staff in the creation and evaluation of family services delivery plans, integrating department initiatives and agency program opportunities.

Reporting: (15%)

- Maintains detailed and accurate child and family records, including tracking individualized plan outcomes.
- Complete Family Services records and ensure appropriate documentation is maintained and reporting is completed
- Submit Family Assessments, identifying and tracking related community family resources
- Participate in annual Family Program Survey, supporting tracking and creating reports
- Track and reporting of program in-kind contributions
- Document family involvement in Policy Council, parent committees, in classrooms and auxiliary program services
- Coordinates the implementation of annual Family Program Survey, includes tracking and reporting of results
- Complete all program reports, as requested

Other: (5%)

- Actively ensure the health and safety of all children and families
- Maintain knowledge of, and act as, mandated reporter
- Ensure a safe physical environment for children to prevent and reduce injuries and illness; notifying supervisor of any unsafe condition in a timely manner
- Meets regularly with supervisor and family services staff discussing priorities, work scopes, and program enhancement
- Participates in TCAction Family Engagement Team, as requested
- Collaborate with all staff to recruit, train and support interns and community volunteers.
- Attend trainings, and identify professional development opportunities
- Participate in staff meeting to enhance and expand the program coordination and delivery
- Input and utilization of agency wide intake tracking system
- Other duties and responsibilities as assigned, which may include nights and weekends

Required Knowledge, Skills, and Abilities:

- Promote Agency Mission and adhere to policies, procedures and guidelines as defined by TCAction and all program funders; must understand, comply with, and implement Head Start Program Performance Standards and NYS Office of Children and Family Services Child Care Regulations.
- Ability to work with diverse groups and individuals
- Excellent communication skills; written and verbal
- Excellent interpretation and problem solving skills
- Planning and organizational skills, attention to detail and work prioritization
- Expand knowledge base for zero to five family services focusing on strength based family partnerships.
- Knowledge of the principles of child growth and development; how children acquire language, creative expression and develop physically, cognitively, and socially; including understanding and acquired skills to support children with special needs

On-going Clearance:

- Satisfactory clearance: NYS Division of Criminal Justice Services and NYS Central Register of Child Abuse and Maltreatment
- Bi-Annual satisfactory physical including TB test (Mantoux or Chest X-ray)
- Physically able to bend, stoop, kneel, climb, run short distances, stand for long periods and lift up to 50 lbs.
- Meet TCAction criteria for satisfactory driver's license in order to access agency owned vehicles and access to personal transportation for work related activities.

Minimum Qualifications:

- Minimum of # 12 credits in Early Childhood Education
- Enrollment in Child Development Associate (CDA) credential at time of hire; with a completion date # 18 months from date of hire **OR** enrollment in an Associate's Degree in Early Childhood Education, Family Services or related field; with a completion date # 18 months from date of hire.
- One (1) year work experience meeting position competencies.

Position covered under TCReaction, Local No.11; Painter's District Council # 2 bargaining unit.

Approved by Supervisor	updated 12/12/2012, updated 11/7/16
Approved by Department Director	01.14.2011, updated 12/12/2012, updated 11/7/16
Approved by Deputy Director	01.18.2011, 12/14/2012, 11/7/16