JOB DESCRIPTION

POSITION TITLE: Family & Community Partnership Coordinator
DEPARTMENT: Early Childhood Services
LOCATIONS: Lower East Side and Brooklyn
REPORTS TO: Birth to Five Coordinator
SALARY: $60,000 - 70,000
DATE: August 2022
SCHEDULE: Monday-Friday, 8 am-4 pm, or 10:30am- 6:00pm. Schedule may vary due to program needs.

JOB SUMMARY: This position serves as a Family & Community Partnership Coordinator (FCPC) for Grand Street Settlement’s Birth to Five and EHS/HS programs. Responsible for the supervision of Family Partnership Staff and providing high quality comprehensive services to children birth to age five and families including pregnant woman. The FCPC works closely with Grand St. Settlement Early Childhood programs in oversight of the program’s governance and monitoring component.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:
● Masters of Social Work and/or Master in Counseling.
● 2 to 5 years of supervisory experience in early childhood settings.
● English / Bilingual in either Chinese or Spanish preferred.
● Basic computer literacy in email, word processing and internet navigation
● Flexibility in schedule for some evening and occasional weekend work required.
● Experience and training related to social, human or family services; supervisory experience is required
● Knowledge of community based organizations preferred.

PRE-EMPLOYMENT REQUIREMENTS:
● Successfully clear; NYS DOI Fingerprint Screening, NYS Central Registry Clearance, Sex Offender Registry Clearance, three (3) reference checks, physical examination with updated TB test, Tdap, MMR, varicella (fees may apply).
● Meet all employee health requirements in Article 47 (DOHMH) and Head Start performance standards.
● Mandated Reporter training certificate (every 2 years) and comply with agency’s policy and procedure regarding identification and reporting of child abuse and neglect.
● Obtain First Aid/CPR and Preventive infectious diseases certificate within the first year of employment.
● Meets all health requirements in Article 47 (DOHMH) and Head Start Performance standards.
● If hired, Grand Street requires all potential employees to provide proof of full COVID-19 vaccination and booster

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Under the direct supervision of the Head Start/ EHS Director, the Family & Community Partnership Coordinator chief responsibilities fall within the following core functions, although s/he may perform other tasks as needed:
● Supervision of Family Advocates and holding family service staff to the highest standards to build a team committed to promoting positive child and family outcomes
● Knowledge of the principles of family support and case management to manage and develop direct reports, collaborate with related service areas, and communicate with internal and external stakeholders. Manage COPA reports.
● Employing strategies for building peer support networks for families in the classroom and community.
● Holding high expectations for families and works to motivate and inspire them to increase their participation and involvement with their child’s education.
● Building relationships with key stakeholders for purposes of recruitment, engagement and support of the community’s highest need children and families.
● **Eligibility, Recruitment, Selection, Enrollment & Attendance:** Ensure the eligibility, recruitment, selection, enrollment, and attendance to meet the needs of families in response to community assessment in accordance to Head Start Performance Standards and Final Rule. Support family advocates and Center Director to ensure 97% of enrollment at all times.
● **Family Partnerships:** Engage in a process of collaborative partnership building with families of children receiving center-based, home-based and family child care services.
● **Community Partnerships** -- Take an active role in community planning and advocacy to improve the delivery of services to children and families. Provide overall management and leadership of the program.
● **Record Keeping and Reporting:** Ensure Family Workers keep COPA files up-to-date on each child; Ensure Family Workers document efforts to assist families in identifying their strengths, needs and sufficiency goals through completion of Family Assessment, Family Partnership Agreement, and case notes.
● **Program Governance and Leadership:** Responsible for recruitment of Policy Council members & coordination of Policy Council training and communication. Facilitate and plan policy council meetings and activities. Support Site Committee, & Class Committee meetings. Update By-laws to maintain compliance for all Early Childhood Services.

**EQUAL OPPORTUNITY EMPLOYER (EOE)**

**HOW TO APPLY:** Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position you are applying for. If selected, we ask that you also provide us with three (3) professional references that we can contact (at least one (1) professional reference should be from a former supervisor). Please click on the link provided below, or use the link in a search bar and apply online through our career center.


No phone calls, please!

*Please be advised that job offers can only be made once your clearances come through!*