



Family Engagement Specialist (male/father) (#1504)

Program:	Child, Youth & Family Services	Reports To:	Family/Community Partnership Coordinator
Job Location:	US-CA-San Luis Obispo	Shift:	M-F, 8:00am - 5:00pm (some overnight travel)
Salary Range:	\$16.13 - \$22.84/hr.	Type:	Regular (Jan-Oct), FT, 40hrs/wk.
FLSA Status:	Non-Exempt	Benefits:	Yes
# of Openings:	1	Bilingual:	Required
Closing Date:	1/23/12	Biliterate:	Required

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Job Description:

Position Summary:

The Family Engagement Specialist (male/father) recruits families (males/fathers) of enrolled Migrant & Seasonal Head Start, Regional Head Start, and Early Head Start children to participate in the Family (male/father) Engagement Program of the Child, Youth, and Family Services (CYFS) Division. In addition, provides support to strengthen families by engaging families (males/fathers) in their children's education and positive development. Accordingly, develops, leads, and facilitates family (male/father) engagement groups, activities, and events (forums); and oversees the implementation of a systematic family (male/father) engagement program in various counties; San Luis Obispo, Monterey, San Benito, Kern, Fresno, Santa Barbara, Orange and Ventura. This position requires frequent travel to these counties. Further, complements the Family Engagement (female/mother) Project.

Responsibilities and Duties:

1. Advocates to Migrant & Seasonal Head Start, Regional Head Start, and Early Head Start families (males/fathers) to recognize the importance of their role in their family as the first teacher of their children.
2. Helps clients (males/fathers) develop personal and family communication skills, and build self-confidence. Supports males/fathers in modifying patterns of behavior that interfere with or are detrimental to family wellness by increasing understanding of self and awareness of personal problems which the client (male/father) takes part in creating.
3. Provides / incorporates information and resources on depression, substance abuse/use in the family, and the effects of living in a house with domestic violence on the children in the family.
4. Recruits families (males/fathers) of enrolled children, into the family engagement program by attending Head Start, Migrant & Seasonal Head Start and Early Head Start parent meetings and activities.
5. Engages and assists out-of-county staff in the active recruitment of families (males/fathers) for the program.
6. Provides training and support to all of service areas (counties) in developing and implementing a family (father or significant male) engagement program.
7. Assists in planning and implementing workshops, trainings and family activities for families (fathers or significant males).
8. Develops, leads, and facilitates family (male/father) engagement groups, activities, and events (forums) in various counties.
9. Arranges and/or provides transportation to seminars, workshops, and field trips.
10. Works in conjunction with CYFS programs and program staff to ensure that the family's (male/father) goals and interests are incorporated into the Family Partnership Agreement.
11. Collaborates and develops inter-agency agreements with community services agencies to provide referrals for services on behalf of families (males/fathers). Monitors and follows-up to ensure that such services / resources have met the identified needs of families (males/fathers).
12. Reviews Service Area Plans and verifies quantity and quality of all services / resources provided to the families (males/fathers).
13. Monitors and tracks the status and progress of family (male/father) engagement participants and assists with any problems that arise.
14. Develops and maintains appropriate files; documentation of contacts, services, and referrals for families (males/fathers).
15. Compiles records and prepares reports to be submitted to the CYFS Deputy Director.
16. Mentors families (males/fathers) toward expanding the family engagement program through encouraging mentoring of other males/fathers, facilitation of groups, and recruiting other males/fathers into the program.
17. Communicates professionally and openly with all program staff and families.

18. Performs other duties as assigned.

Minimum Educational and Experience Requirements:

1. Bachelor's Degree and two years experience in human services or related field.
2. Must complete training and education in the Amor de Padre, Cara y Corazon, or Hombres que Cuentan Curricula within six months of employment.

Other Requirements:

1. Must be able to communicate orally and in writing in the English and Spanish language and pass a bilingual/biliterate test (salary differential provided).
2. Must be able to work flexible hours, evenings and weekends.
3. Must be able to travel frequently to various counties and stay overnight as needed.
4. Must pass health screening and TB skin test or chest X-ray prior to beginning employment.
5. Must have dependable, insured transportation and valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required.
6. Must possess intermediate / strong computer skills.
7. Must maintain a professional attitude towards the children, families and the staff at all times.
8. Must be able to keep accurate, complete and neat records.
9. Must be able to interact and work well with other staff members in a team environment.
10. Must be able to develop good working rapport with service providers and community resources.
11. Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
12. Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times maximum safety to one's self, fellow employees, clients and children.
13. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.
14. Employment with Head Start/Early Head Start and Migrant and Seasonal Head Start is contingent upon approval of the Policy Council.

Physical and Environmental Requirements

Position requires intermittent sitting, standing, walking, twisting, and bending. Must be able to lift 30 lbs. Simple grasping and hand manipulation required, as well as reaching above and below shoulder level. Requires working indoors in temperature-controlled environment with some exposure to copier and printer chemicals/fumes.

Applicant Information:

Application Process: Please visit our website and apply online at www.capslo.org/employment. A completed CAPSLO application must be submitted no later than 5:00 p.m. on the recruitment closing date. For questions regarding the application process or open positions, contact the HR Department at (805) 544-4355.

Selection Process: All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

Employment Requirements: All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

Internal Recruitments: Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Regular, seasonal and limited term employees may apply for transfer positions. Internal transfers (positions in the same or lower salary grade) require three months successful employment in current position; Regular and seasonal employees may apply for promotional positions. Internal promotions (positions in a higher salary grade) require six months of successful employment in current position.

Benefits: Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization

Community Action Partnership of San Luis Obispo County is a nonprofit agency that focuses on helping people and changing lives through serving nearly 40,000 persons across Central and Southern California. Community Action Partnership is committed to eliminating poverty by empowering individuals and families to achieve economic self-sufficiency and self-determination through a comprehensive array of community-based programs.



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