



Job Announcement

Position: Male Involvement Coordinator	Department: Head Start
Location: Charles County Area	Employment Status: Full-Time
FLSA: Exempt Grade: 14	Compensation: \$51,189.00/\$24.61 per hour – \$55,000.00/\$26.44 per hour
Weeks Worked: 52	Work Per Week: 40 – Monday – Friday - Some Evenings and Weekends
Opening Date: September 19, 2018	Closing Date: Until Filled

Applications Accepted By: Mail and Online

Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	On line at: www.smtccac.org
Required Documents: <u>The following documents are required based on job:</u> In addition to your <u>application and resume please provide a copy of your high school diploma, degree and/or a copy of your college transcripts.</u> Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

Job Description:

The Male Involvement Coordinator is responsible for assessments, home visits, advocacy, outreach, recruitment and referrals for families. This position also focuses on case management, training and other services and activities designed for the fathers, significant others or father figures of children involved in the Head Start Birth to Five Program. The Male Involvement Coordinator will work collaboratively with management team members to ensure optimal father involvement in the lives of the children. This could be recruitment for classes and events sponsored by SMTCCAC as well as within the community. The Male Involvement Coordinator will work closely with other fatherhood initiatives and programs to help the fathers navigate complex systems that impact children and families.

Qualifications/Requirements:

Bachelor's Degree with a major in social work, counseling, human services or related field. Master's degree preferred. Three (3) years of experience working with men in social/human services or fatherhood programming or three (3) years of experience in case management or counseling or providing direct services to customers. Knowledge of community resources. Ability to prioritize work requirements. Ability to work evenings and weekends. Good math skills, analytical skills, and skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times.
Communication Skills: Must have strong verbal and written communication skills effectively, appropriately, and professionally in formats with coworkers, supervisors, customers, partners, community and vendors.

Responsibilities and Duties:

Male Involvement Activities:

- Conducts goal setting, home visits, advocacy, case management, outreach and recruitment, training etc. Works closely with Head Start management team to engage partners/husbands/fathers-to-be of pregnant and parenting women to participate in male involvement programming.
- Implements male focused educational sessions focused on fatherhood for partners/husbands/fathers-to-be of SMTCCAC participants, i.e., 24/7 Dad, Responsible Fatherhood Curriculum, and The Nurturing Father's Program. Facilitates groups for men and serves as their peer. Coordinates positive alternative activities. Responsible for data collection and reporting on screening tools or like instrument. Participates in special events such as but not limited to; Policy Council, health fairs, speaking engagements, focus groups, and quality improvement activities.

- Ensures client retention and follows through with ongoing educational support and referrals for partners/husbands/fathers-to-be enrolled in the male involvement programming. Maintains ongoing relationship with county social services and healthcare providers to support linking participants to community services including but not limited to: medical care, mental health services, behavioral health services, workforce development, and child support.
- Act as a spokesperson for SMTCCAC male involvement programming at professional meetings and events as appropriate.

Assist with the development and annually revision of the family and community partnerships policies and procedures, to include ERSEA. Assist with the development and annual revision of the program governance policies and procedures.

- Thoroughly review the Head Start New Performance Standards ensure policies and procedures are updated.
- Assist with developing goals, objectives, and strategies to ensure that these standards are implemented.

Manage and monitor ERSEA.

- Assist with developing yearly a recruitment plan for Charles County.
- Assist training appropriate staff on the intake process.
- Review intake applications for accuracy and completeness.
- Determine eligibility and certify families.
- Input and monitor the data in CAP 60.
- Assist with developing selection criteria and review with Policy Council each year for approval.
- Monitor the enrollment process to ensure 100% of funded enrollment.

Assist with providing leadership for the family partnership process.

- Assist with developing and training staff on the empowerment approach with families.
- Ensure that families' needs are assessed and family partnership agreements developed within 45 days of entry.
- Review FPA plans and progress.
- Coordinate services as needed with other agencies/organizations
- Coordinate the development of a Community Resource Booklet for distribution to parents.

Assist with providing leadership for parent involvement.

- Assist with developing philosophy for and train all staff on involving parents in the program.
- Train staff on organizing parent committees at their center.
- Provide training and technical assistance to Policy Council (PC) and the PC financial committee.
- Monitor center parent committee and Policy Council funds.
- Receive and review monthly center parent committee minutes.

Recruit, train and provide guidance for volunteers from the community.

Assist with monitoring student's Attendance – assist with developing a plan to maintain the required Performance Standards (85%).

Coordinate with Family Partnership Coordinator to assure that services are implemented at each center.

- Review polices and processes at staff meetings.
- Participate in CAST meetings to review family concerns.
- Participate in the program self-assessment.
- Participate in developing strategic plan goals, objectives and strategies.
- Submit requested monthly data and reports.

Monitor the effectiveness of parent involvement throughout the program.

- Develop tracking systems for monitoring parent involvement services.
- Review family files for completeness and content.

- Submit monitoring reports to Project Director.
- Evaluate and relate training needs for staff.
- Report deficiencies and concerns to Project Director.
- Participate in monthly administrative staff meeting.
- Assist in the development of the family and community engagement plan.

Assess all families for needs using the assessment tool.

- Assist families in determining goals, objectives and strategies.
- Conduct a minimum of 2 home visits during the program year for re-enrolling families and 3 for new families (the first being within 45 days of entry).

Provide case management services for all families at the center by

- Contacting each family each month...
- Providing all parents with needed community resource information.
- Supporting families' referral and goal strategies.
- Provide parent training which includes preventing Child Abuse and Neglect and other relevant topics.
- Provide transition services for families exiting the program.
- Serving as a parent advocate.

Develop a child and family health plan.

- Obtain required health information on each child:
 - Immunization record.
 - Health history.
 - Physical/dental exams.
 - Heights/weights.
- Ensure completion of vision and hearing screenings within 45 days of entry on each child.
- Review all health information and determine need for:
 - Specific health action plans.
 - Follow-up on medical and dental concerns.
- Assist families with needed follow-up.
- Track health information and report as requested.

Organize, maintain and update child and family information.

- Place required information in each child and family file.
- Maintain client confidentiality.
- Provide Family Partnership coordinator with necessary documentation and information needed to complete the monthly report.

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