

## Community Action Partnership of Cambria County

### Family Services Manager (Salary Exempt)

Reports to: Early Childhood Director

Department: Early Childhood

Classification Group: Q

Date: November 2024

#### **JOB SUMMARY:**

1. The position of Family Services Manager involves specialized work in developing and maintaining contact between the Early Childhood Programs and parents of these participants regarding the overall operating responsibility of the programs.
2. Work involves preparation or development and administration of:
  - a. Agency Early Childhood policies and procedures
  - b. Marketing services on behalf of the Early Childhood Programs
3. This position is supervised directly by the Early Childhood Director.

#### **ESSENTIAL RESPONSIBILITIES:**

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. When substituting for an Aide on the bus, ensures all children have evacuated the bus and checks for personal items left on the bus.
3. Performs all activities necessary to complete the social services and parent involvement objectives stated in the Head Start Performance Standards and Pennsylvania Pre-K Counts requirements.
4. Supervises and evaluates all staff of the Family Services component.
5. Provides on-site supervision of program as related to Family Services.
6. Develops perpetual recruitment and enrollment process; supervises the execution of this system.
7. Develops and oversees annual priorities for enrollment with Screening Committee.
8. Supervises and reviews the development of Family Services activities and referrals.
9. Coordinates completion of the family partnership process.
10. Provides direct social service counseling to families.
11. Makes home visits and referrals when requested by staff.
12. Encourages parents to strengthen parenting skills through discussions, classes, etc.
13. Advocates for the poor to meet the needs of children and families through existing agencies and in developing new community resources.
14. Contributes to the development of family services/parent engagement (including Policy Council) related training, the written training plan and the implementation of that plan.
15. Submits reports as required (PIR, CSBG, COPOS, etc.)
16. Participates annually in developing, reviewing and revising of the Early Childhood Written Policies and Procedures.
17. Coordinates, facilitates and participates in the annual self-assessment. Schedules and participates in community events/public networking.
18. Responsible for Public Relations/Marketing of programs.
19. Reviews all applications for programs.
20. Works closely with the parent Policy Council in accordance with applicable regulations.
21. Coordinates collection of ChildPlus/COPOS information and recordkeeping.
22. Complies with Data Management Plan.
23. Works with the Transportation Manager and Component to set up and review bus runs.
24. Reviews all bus runs with Family Services.
25. When in center, eats with children as needed sharing the same menu while demonstrating socially acceptable behaviors and manners.

26. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

**ADDITIONAL RESPONSIBILITIES:**

1. Participates in meetings, job related training, and continuing education programs as required or suggested by HHS and sponsoring organizations.
2. Follows the program procedures relating to confidentiality.
3. Performs day to day travel as well as overnight travel as required.
4. Mandated Child Abuse/Neglect reporter

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Demonstrated ability to direct and manage program goals and objectives.
3. Experience in conducting training programs.
4. Proficient oral and written communication skills and the ability to deal tactfully with the public
5. Ability to work independently.
6. Working knowledge of outcome-based services.
7. Pediatric First Aid and CPR Certification.
8. Must pass initial and tri-annual physical exam and TB screening.

**MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:**

1. Bachelor's Degree in Social Service or related field. (Required)
2. At least three (3) years work experience in the social service field. (Required)
3. Prior supervisory experience of at least two years. (Required)
4. Demonstrated writing, verbal, and computer skills. (Required)
5. Current PA Driver's License and reliable transportation. (Required)
6. Free of Child Abuse/Neglect history as verified by proper authorities prior to employment. (Required)
7. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
8. Must meet vaccination requirements set by funding sources. (Required)
9. Family Service/Development Credentialing Program (Preferred)
10. Familiar with local social service agencies. (Preferred)

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_