

HEAD START ERSEA AND FAMILY ENGAGEMENT LIAISON

DEFINITION: Under general direction, performs work of moderate difficulty in organizing and conducting recruitment, eligibility and enrollment activities for the Navajo Head Start program in accordance with the Head Start Performance Standards, program policies, protocols and procedures; responsible for the maintenance of all eligibility, recruitment, selection, enrollment and attendance (ERSEA) activities and documentation; provides family engagement activities and parent education; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Responsible for the collection, entry and maintenance of eligibility, recruitment, selection, enrollment and attendance activities of children and families; performs internal reviews on child files to ensure eligibility and required documents are filed according to regulations; coordinates recruitment activities logistics and maintains related documentation; implements and manages enrollment procedures including determining eligibility on enrollment applications; interprets and applies ERSEA policies, protocol and procedures; registers and completes intake interviews with families and assists families with completing child enrollment forms and submitting necessary documents; assists in the recruitment, enrollment and registration of prospective children and families; provides program information to parents; provides orientation to new enrollees about the Head Start program and its requirements; collaborates with local community organizations to schedule recruitment events; develops and distributes brochures and flyers for recruitment events; conducts or participates in public awareness and education activities.

Maintains Child Plus database and records management systems; maintains electronic and hard copy client records and programmatic files; audits children's files to ensure completeness, eligibility and that required documents are filed in accordance with applicable regulations; ensures all enrollment information is accurate and updated in database; in coordination with center staff and parents ensures all changes in enrollment, health and attendance status are recorded in database; maintains confidential and/or sensitive information regarding staff and child/family in accordance with family privacy acts and health information privacy act; exercises discretion in the release and dissemination of child/family information; complies with program policies, protocols and procedures regarding confidentiality and child abuse and neglect reporting; responsible for reporting child abuse and neglect and assists center staff in preparing mandated reports; follows established procedures for processing family enrollment documents; maintains log of all enrollment, requirements, referrals and follow-up contacts, health status and any family contacts.

Provides family engagement activities and parent education in coordination with all content areas; explains family partnership agreement (FPA) process and develops FPA with families; builds rapport/relationship with families and outside agencies to support family engagement; in coordination with center staff meets with families to provide orientation on Head Start requirements and to update or develop FPAs for new enrollees; conducts home and/or center visits to meet family needs outlined in FPA; coordinates with other content area staff to ensure child and families are supported to meet school readiness goals; provides resources to families to strengthen parent child relationships/attachments; provides referrals for families when reports are made for suspected child abuse and neglect (SCAN); supports classroom staff in abiding by social services and/or court orders relating to guardianship or visitation documentation requirements.

Prepares attendance, enrollment statistics and family engagement activity reports and monitors records; participates and provides staff development activities through guidance and support to assist families in getting into the Head Start program; works with families and communities in providing information relating

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to enrollment regulations and policies; coordinates with county, tribal and state health agencies to ensure thorough care of Head Start and Early Head Start children, families and staff; attends meetings and Head Start self-assessment and community assessments.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.
Knowledge of quality improvement processes, protocols, changes and updates.
Knowledge of research techniques, sources and availability of information.
Skill in developing and executing documents and reports, goals and performance measures.
Skill in making decisions and problem solving in many areas and scheduling program services.
Skill in managing complex internal relationships, maintaining open communication and effective working relationships.
Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.
Skill in oral and written communications with strong emphasis in providing training.
Ability to organize and prioritize tasks.
Ability to communicate effectively both orally and in writing.
Ability to plan, organize, coordinate and conduct program meetings and orientations.
Ability to interpret and implement complex policies and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Health, Human Services, Early Childhood Education or related field; and one (1) year of experience working with children and families in building rapport/relationship to support family engagement.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Health, Human Services, Early Childhood or related field.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must abide by program's standard of conduct.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.