

Trumbull Community Action Program

Job Description

Title of Position:	Parent Family Community Engagement (PFCE) Liaison
Immediate Supervisor:	Parent Family Community Engagement (PFCE) Manager
Employee Type:	Hourly
Probation Period:	90-working days

General Summary of Position:

A Parent Family Community Engagement Liaison is primarily responsible for registering children for early childhood programs, facilitating partnership agreements and needs assessments with custodians or legal guardian(s), implementing parent involvement procedures and activities for families, and providing advocacy and support to children and families enrolled in TCAP's Early Childhood programs.

Primary Duties and Responsibilities of the Position:

- Implement agency and program policies, procedures, rules, regulations, and standards including adhering to court orders.
- Responsible for all aspects of the recruitment, registration, and enrollment of children in agency programs.
- Directly responsible for managing assigned case load of families.
- Maintain a PFCE file documenting contact on each family in assigned caseload.
- Complete a Family Partnership Agreement (FPA) and Family Need Assessment (FNA) with the legal custodian or legal guardian of each assigned student.
- Assist families with obtaining goals and needs as identified in the Family Needs Assessment (FNA).
- Follow-up on child absences, emergent family needs, and other referrals deemed necessary.
- Establish and maintain parent involvement activities in conjunction with TCAP Early Childhood families and staff.
- Maintain records of parent and community volunteer services.
- Assist in developing strategic plans, as requested.
- Attend conferences and community events as it relates to TCAP Early Childhood programs, as assigned.
- Submit monthly reports.
- Must maintain strict confidentiality in regards to TCAP clients and staff
- Additional duties as assigned by CEO, Head Start Director, or designee

Secondary Duties and Responsibilities of the Position:

- Ensure Parent Policy Representatives are elected for assigned centers.
- Assist in other agency departments and programs, as assigned.
- Assist in the training of parent groups in the responsibilities and functions of group officers.
- Attend and participate in staff training.
- Perform any other duties as may be assigned from time to time as they relate to the meeting of the goals as set forth by the Trumbull Community Action Program and the assigned program.

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Qualifications:

- Degree in Family Development, Family Studies, Psychology, Social Work, or related field. Bachelor's degree preferred.
- A minimum of 2 years' experience working with early childhood families and low income families.
- Obtain a Family Development Credential within 18-months of hire date.
- Possess a valid Ohio Driver's License; reliable transportation; proof of vehicle insurance.
- Clear criminal history and must pass a pre-employment drug screening. Position is subject to random drug screenings.
- Excellent verbal and written communication skills.
- Must be proficient in Microsoft Office programs
- Must be organized;
- Attire is business casual
- Must be sensitive to the needs and situations of the low/moderate income.

Salary and Benefits:

This position is a full-year position with a designated time off during the year.

Salary position; placement within that range contingent upon experience and availability of funding. Full benefit package, including hospitalization and agency pension plan available. Dental and vision plans are available at employee expense.