**JOB DESCRIPTION**

**TITLE: FAMILY ENGAGEMENT SPECIALIST (FES)**

**DEPARTMENT: EDUCATION/CENTER FOR CHILD CARE CAREERS**

**REPORTS TO: ASSOCIATE PROGRAM DIRECTOR FOR EDUCATION & PROVIDER SERVICES DEPARTMENT/QUALITY MANAGER**

**STATUS: EXEMPT**

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**JOB SUMMARY:** Under the direction of the **Associate Program Director For Education & Provider Services Department/Quality Manager** performs all duties relating to monitoring of programs and services and ensuring compliance with the rules of the program.

**Essential Duties and Responsibilities:**

* Provide family support services through outreach, research and recruitment of families through all aspects including the intake, eligibility resource and referral and quality units.
* Coordinate, facilitate, and engage families in community events and meetings inclusive of round table discussions, Parent Cafes, and Books, Balls, and Blocks events
* Provide information to families regarding the benefits of early developmental screenings
* Conduct the Ages & Stages Questionnaire (ASQ3) developmental screenings, conduct follow up meetings with families, and documents outcomes
* Collaborate with State and local agencies to provide referrals and resources to families and children in need of further developmental assistance inclusive of Connecting NJ (formerly Central Intake)
* Educate and inform families on accessing desired/necessary quality services for early care and education as well as community resources
* Promote positive child development outcomes utilizing the Strengthening Families Protective Factors
* Supports quality initiative activities and Grow NJ Kids (GNJK), NJ’s Quality Rating Improvement System (QRIS) through educating families on benefits of the programs
* Provide technical assistance and comprehensive services to aid and enhance the development of child care programs (licensed centers, registered family child care serving infants/toddlers)
* Collect and analyze data to support child care program assessment and development of new programs as outlined by State policies and regulations
* Collaborate with quality teams that support quality initiative activities and Grow NJ Kids (GNJK), NJ’s Quality Rating Improvement System (QRIS).
* Inform and educate providers of the important indicators in working with families in the Strengthening Families Protective Factors
* Coordinate and provide referral services and links to State and websites and resources
* Track and document goals and outcomes of the program for reporting out to the State and agency
* Attends and participate in State, local County Councils Meetings, community partners, and agency meetings, committees, focus groups and workgroups
* Ensures the confidentiality of all provider, client, and staff records
* Any duty assigned by the CEO, manager, and/or designee

**Supervises:**

* Not Applicable

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

* Knowledge of child development and developmentally appropriate practices
* Knowledge of Ages & Stages Questionnaire (ASQ3) Developmental Screenings
* Knowledge of child protective factors
* Experience parent/family support, early childhood services, community events and engagements
* Experience collecting, organizing, recording and processing information/data
* Strong interpersonal skills and ability to establish and develop trusting relationships
* Knowledge of child abuse and neglect and code of ethics
* Knowledge of NJCCIS Registry/ Member of NJCCIS
* Must possess a valid driver’s license, vehicle, and vehicle insurance

**Education:**

Bachelor's degree (B. A.) in Social Work, Early Childhood Education, Psychology or other related field from four-year college or university, and two years’ experience and/or training; or equivalent combination of education and experience in Early Childhood Education.

**Skills:**

* Must have Instructional background (Adults). Good organizational, public speaking and communication skills. Must be computer literate in Microsoft Office. First Aid/CPR certified, a plus.

**Language Skills:**

* Must have the ability to read and comprehend simple instructions, short correspondence, and memos. Bilingual; preferred (English and Spanish).

**Mathematical Skills:**

* Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

* Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Physical Demands:**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to sit; use hands to finger, handle or feel; reach with arms and hands and must regularly lift up to 10 lbs. The employee occasionally is required to stand and walk to do research. Specific vision abilities required on this job include close vision and the ability to adjust focus.

**Work Environment:**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet but a fast pace environment.

**Disclaimer Clause:**

* Job descriptions and specifications are not intended and should not be construed to be an exhausted list of all responsibilities, skill, or working conditions associated with the position. They are intended to be an accurate reflection of the principal requirements of the position.

