



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

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Website: www.olhsa.org

Associate Director for Family Engagement

Division: Early Childhood Services

Department: Head Start

Supervisor: Deputy Director for Early Childhood Services

Essential Duties:

1. Oversee and monitor recruitment and enrollment for all Early Head Start and Head Start programs.
2. Oversee the provision of case management services for families enrolled in Early Head Start and Head Start.
3. Oversee and monitor health compliance for families enrolled in Early Head Start and Head Start.
4. Oversee and monitor techniques to effectively engage families in the successful education of their children.
5. Assist with Policy Council meetings and Grantee parent meetings.
6. Provide mentoring and coaching to family service staff.
7. Ensure family service staff follows up on services which include support, monitoring, assist education managers in the transition process to kindergarten, and crisis intervention.
8. Ensure all Early Childhood Services data is entered on FACSPRO.
9. All duties as assigned by the supervisor.

Job Mission:

To oversee all integral aspects of the family engagement component for Early Head Start/Head Start and to ensure family wellness and advocacy through strength based case-management.

Qualifications:

1. Bachelor's Degree required and four (4) years minimum experience in the human services field, preferable in a social/family service environment. Leadership, coaching/mentoring and training experience is also preferred.
2. Two (2) years managerial and supervisory experience required.
3. Minimum of two (2) years experience working with low and moderate income families.
4. Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.
5. Must have a valid MI Driver's license and reliable transportation to be used for job related travel.

Hours & Wage

\$922.40 per week (minimum)

40 hours per week; 52 weeks per year

Location

Pontiac, Michigan