



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: www.wcac.net

Head Start, Family Engagement Coordinator, Full Time (37.5 Hours)

Worcester Community Action Council, Inc. (WCAC) is seeking a full time Family Engagement Coordinator to support families enrolled in the Head Start and Early Head Start programs to promote self-sufficiency and engagement opportunities through education and advocacy.

Qualifications:

- Bachelor's degree in Social Work or Human Services.
- Supervisory experience.
- Must be able to work sensitively and effectively with individuals from diverse backgrounds.
- Ability to speak Spanish preferred, other languages a plus.
- Strong computer skills and working knowledge of Microsoft Office and the ability to learn agency systems (Childplus).
- Strong communication skills both written and verbal.

Other Requirements:

- Valid driver's license and reliable transportation.
- Ability to successfully complete a CORI/SORI/DCF review every two years.
- Evening hours may be required to meet the needs of the families and programs.
- Job site assignment may change based upon program needs.
- Mandatory physical every two years and evidence of negative Mantoux, required by DEEC. Hepatitis B (optional)
- First Aid and CPR Certificates.

Duties and Responsibilities:

- Work with the Education, Health & Nutrition, Mental Health and Early Head Start Coordinators, and participate in all management meetings.
- Oversee compliance of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) of children in the program.
- Oversee Case Management System for Head Start and Early Head Start.
- Supervise and evaluate a team of Family Case Managers to ensure completion of the following:
 - Family Partnership Agreements
 - Classroom observations
 - Two home visits per year
 - Follow-ups on absenteeism and referrals. Provide documentation on outcomes.
 - Intake and waiting lists
 - Establish a Parent Center Committee.
 - Monitor Parent Activity Fund.
 - Coordinate and schedule parent workshops not limited to mandatory workshops such as child abuse and neglect, domestic violence, budgeting, etc.
 - Help coordinate volunteer participation.
 - Maintenance of records and reports as required by DEEC and Head Start guidelines.
 - Monthly report on attendance and social services and parent involvement.
- Provide technical assistance to staff and ensure accuracy of data entered in to Childplus.
- Ensure staff complies with the DCF requirement to report child abuse and neglect.
- Organize and attend all Policy Council meetings, including organizing child care, a meal for parents and children, and provide all documentation required.

- Update and revise the Help Book with community resources available to parents and staff.
- Analyze results of program's self-assessment to develop goals for family engagement component.
- Assist in coordination of parent orientation.
- Attend community meetings and participate in outreach.
- Assist the Co-Directors with the year-end report. (PIR)

Send cover letter and resume specifying position to hr@wcac.net or Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608.

Worcester Community Action Council, Inc. is committed to a policy of equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, age, national origin, religion, physical or mental disability, pregnancy or pregnancy related condition, sexual orientation, gender identification, genetic information, membership in the uniformed services or any other classification which is protected under state or federal law.