

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Family Services Manager **[SALARY BASE:] Competitive Salary**

[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207

[LOCATION:] Donna

[STATUS:] Full Time **[TERM:] Regular**

[CLOSING DATE:] Until filled

[APPLICATION DEADLINE:] 11/29/20

[NUMBER OF OPENINGS:] 2

[JOB TYPE:] Internal/External

[SUMMARY:] Under the supervision of the Regional Director, is responsible for the planning, development and provision of training to all aspects of the program that relate to family and community collaborative services based on the Parent, Family Community Engagement (PFCE) Framework. Assures compliance with the requirements as outlined in the Head Start Performance Standards (HSPS) in the major area of Family Service Delivery and Community Collaboration functions. Responsible for the implementation of Eligibility, Recruitment, Selection and Enrollment (ERSEA) in accordance with the HSPS.

. [JOB DUTIES:]

1. In coordination with Family Services Director provides support and assistance to the Policy Council and works with center level staff in the creation of parent committees.
2. Develops and implement case management service delivery model approach to serving families.
3. Responsible in developing a training and technical assistance plan that includes all relevant areas of responsibilities as mandated in the Head Start Performance Standards.
4. Assist other program specialists/managers with the development/implementation of a "transition program plan" that facilitates the transfer of records, continuity of services for parents record transfer, services continuity, information sharing, etc. while ensuring that confidentiality of records is always maintained.
5. Coordinates all assigned work-related activities in an integrated program that includes family/community collaboration and is part of the regional management team that ensures total compliance with the Head Start Performance Standards.
6. Assists Program Area Specialist/Managers in the development of a "systematic child/family file format" that ensures organization, easy access of information, retrieval, and proper documentation.
7. Implement timely data entry of services and assure complete and accurate reports, including but not limited to the Family Data Base System such as *CHILDPLUS*, family, health and transitional services monthly reports, PIR reports, community assessment data, and any other assignments to the Regional Office by the requested dates.
8. Implement and monitor an effective filing system that safeguards confidential information and supports the organization of children's files which includes electronic data systems.
9. Assist the regional management team with the gathering/compiling and interpretation of relevant data that will be utilized for the completion of a community assessment and help in the development of program goals and objectives to meet these needs.
10. Assist the Family Services Director with the coordination of the Policy group functions in the "Self-Assessment Process", interpretation and other activities to ensure compliance with the Head Start Performance Standards.
11. Develop and implement a comprehensive Family Literacy Program that reaches parents in Wisconsin and in their home base areas.

12. Provides relevant training to center staff in the areas of responsibilities, including orientation in the respective area plan.
13. Implement a Volunteer Program that embraces both community as well as family participation and ensures that volunteers meet Federal, State and Local requirements.
14. Is responsible for the development and implementation of the Fatherhood Program that will allow for father friendly environments and create an increase in male involvement.
15. Develop, implement and monitor a comprehensive Recruitment, Selection and Enrollment (ERSEA) plan that includes 10% mandated enrollment priorities to children with disabilities and provides training to staff and parents.
16. Implement and monitor the enrollment process of families that includes childcare and determine families' eligibility status, enrollment priority status by utilizing selection enrollment criteria and for families enrolled implement a waiting list while ensuring that Eligibility is 100% accurate in accordance to funding source.
17. Responsible for monitoring the system that ensures 100% compliance with the mandated funded enrollment, including tracking the average daily attendance at each center, daily, weekly, monthly, and annually for the MHS Program.
18. Monitors recruitment and enrollment activities to ensure that funded enrollment benchmarks are met.
19. Develop and Implement tracking systems that captures child's attendance and ensures center staff provides follow-ups on absences more than 3 days.
20. Attends meetings, seminars, workshops
21. Perform other duties as assigned.

[QUALIFICATIONS:]

1. Bachelor's Degree in Human Services, Social Work, Community Development or related field; Master's Degree preferred
2. Must have at least 2 years' experience working with families and/or communities, including demonstrated skills in case management functions and community development.
3. Must have basic computer skills
4. This position requires travel both intrastate/interstate and work irregular hours.
5. Communicate fluently in both English/Spanish in oral and written form

CONDITION OF EMPLOYMENT:

Employment with UMOS is contingent upon successful completion of a criminal background check prior to starting. All employees must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment or sooner if required by local/state regulation.

WORK ENVIRONMENT

The 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 will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and/or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, laminator, typewriter, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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Equal Opportunity Affirmative Action Employer

11/16/20