

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Family Services Director

[SALARY BASE:] Competitive Salary

[CONTACT:] Human Resources Dept.

110 S. Daniel Salinas Blvd. Donna, TX 78539

[LOCATION:] McAllen Office

[STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] Until filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the supervision of the Deputy Vice-President/ Associate Director, is responsible for the planning, development, record-keeping and reporting, training and technical assistance and oversight of regional programs in family services based on the Parent, Family Community Engagement (PFCE) Framework Head Start Early Learning Outcomes Framework (HSELOF). Assures compliance with the requirements outlined in the Head Start Performance Standards (HSPS) in the major area of Family Service Delivery and Community Collaboration functions. Responsible for the implementation and oversight of Eligibility, Recruitment, Selection, and Enrollment (ERSEA) in accordance with the HSPS. Directs and supports Policy Council engagement in programming and participation.

[JOB DUTIES:]

1. Will direct activities and provide support and assistance to the Policy Council and works with regional program staff to create parent committees.
2. Will develop policies and procedures for case management service and ensure implementation among MSHS Program.
3. Directs and coordinates the development of training and technical assistance plan that includes integrating program services as mandated in the Head Start Performance Standards.
4. Work collectively with other program directors to develop/implement 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 records' confidentiality is always maintained.
5. Coordinates and builds mutual relationships with parents, faith-based, business, key stakeholders and other external partners across MSHS Program and acts as a liaison to external constituents as federal, state, city and county agencies, policymakers, funders, and other key external community groups to create partnerships for the program.
6. Lead the development of a "systematic child/family file format" that ensures organization, easy access to information, retrieval, and proper documentation.
7. In coordination with Program Directors will create and develop systems for timely data entry of services and record-keeping and reporting systems including but not limited to the Family Data Base System such as *CHILDPLUS*, family, health and transitional services monthly reports, PIR reports, and community assessments.

8. Creates electronic and paper filing systems and monitors its implementation to ensure the safeguards of confidential information of children and other program files.
9. In coordination with Program Directors, create systems for the gathering /compiling, synthesis and analysis, and interpretation of relevant data that will be utilized to complete a community assessment and help in the development of program goals and objectives to meet these needs.
10. Coordinates 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 in the instream and home base program.
12. In coordination with Program Directors, create and implement a Volunteer Program that embraces both communities and family participation and ensures that volunteers' activity and time meet Federal, State, and Local requirements for nonfederal share.
13. In coordination with Program Directors, create and implement a Fatherhood Program that will promote and create an increase in male involvement within the program.
14. Is responsible for the development, implementation and monitoring of a comprehensive Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) plan that includes the participation of 10% mandated children with disabilities including training of program staff.
15. Create Policies and procedures to include monitoring systems for enrollment of families that include childcare eligibility determination, selection enrollment criteria and waitlist and ensure Eligibility is 100% accurate according to HSPS or funding source.
16. In coordination with Program Directors, create and implement monitoring systems that ensure 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.
17. Develop and implement tracking systems that capture the child's attendance and ensures center staff provides follow-ups on absences for more than 3 days.
18. Attends meetings, seminars, workshops
19. 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 5 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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11/2020