



Family Advocate/Family Engagement Manager

Purpose Statement

The role of the Family Advocate/Family Engagement Manager for the Early Head Start/Head Start Program at BECEP is to provide support and resources to families, ensuring strong communication between BECEP staff and families. This position also involves assessing family needs, facilitating access to community resources, and coordinating family socializations and training. This is a full time, 11-month per year position.

Supervisory Relationship

Reports to: Head Start Coordinator

Essential Functions

- **Communication Link:** Act as the main, formal communication link between BECEP staff and all families served by BECEP.
- **Family Support:** Provide support to families both in their homes and at the Head Start Program to assess their strengths and needs.
- **Community Resources:** Serve as a referral source and connection to community resources for families.
- **Family Socializations:** Plan and coordinate family socializations with BECEP staff.
- **Training Coordination:** Work closely with families and BECEP staff regarding training needs and assist in coordinating arrangements for necessary trainings.
- **Advisory Role:** Act in an advisory capacity to the BECEP Policy Council and serve on Boards/Commissions/Committees at the discretion of the Head Start and BECEP Coordinators.
- **Standards and Reporting:** Assist the Head Start Coordinator in ensuring adherence to Head Start Performance Standards and the development of required reports.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Effective communication and interpersonal skills.
- Ability to plan and coordinate events and trainings.
- Strong organizational and documentation skills.
- Ability to connect families with community resources.

Knowledge

- Understanding of social work and human services principles.
- Familiarity with early childhood development and Head Start/Early Head Start programs.
- Knowledge of community resources and referral processes.

Abilities

- Work independently and as part of a team.
- Assess family needs and strengths.
- Build and maintain positive relationships with families and staff.
- Adapt to changing work priorities and handle multiple tasks simultaneously.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Utilize resources from other work units as required. Impact the organization's services continually.

Work Environment

Physical activities include some lifting, carrying, pushing, and pulling. Generally requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations with some exposure to risk of injury and/or illness.

Experience

Experience working with parents/families and early childhood development is preferred.

Education

Bachelor's degree in Social Work or a Human Services field.

Certificates and Licenses

Valid ND license in Social Work.

Continuing Education/Training

Maintains required certificates and licenses.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Exempt

Salary Grade

PJ