



Family Engagement Specialist

Position Summary:

Family Engagement Specialist is responsible for implementation and service delivery of the PCC Integrated grant 8 core services such as parent support and education, playgroups, community events, volunteer coordination and facilitation of parent engagement. The Family Engagement Specialist teams closely with the Family Resource & Outreach Coordinator to ensure coordination of direct services, as well as communication, data collection, program evaluation, volunteer recruitment & engagement, and community engagement.

Desired Qualifications for Knowledge/Experience:

1. Bachelor's degree preferred in Human Services, Counseling, Education, or related field.
2. Minimum of three years working with young children and their families, including families at-risk.
3. Familiarity with child development, age birth to six, and related parenting needs.
4. Successful experience with team coordination, including group facilitation skills.
5. Working knowledge of community resources in Washington County.
6. Demonstrated ability to collaborate with other professionals, maintain records, strong computer competency and complete reports on a timely basis.
7. Familiarity with regulations, laws, and procedures of the Vermont Agency of Human Services preferred.
8. Demonstrated ability to be a self-starter, highly motivated and work independently and as a team.
9. Must possess a value system consistent with that of the Family Center of Washington County and have demonstrated a client-centered approach in past work.
10. Relevant experience with communications and data tracking systems
11. Must display caring, respect, resilience, a willingness to adapt to change, and excellent interpersonal skills.
12. Must hold a valid Vermont driver's license or acquire one within three months.

Employment Category: Full-Time exempt Pay Grade: 8

Reports to: Family Resource & Outreach Coordinator

Number of Hours per week: 40

Essentials Functions:

1. Service delivery of PCC Integrated grant including 8 Core Services: parent support and education, playgroups, outreach to new parents, community events, volunteer coordination and parent engagement.
2. Parent education and support activities- virtual or in person- include coordinating space, advertising, subcontracting or direct service to families, evaluation and tracking, etc.
3. Volunteer recruitment and coordination, including volunteer oversight, support and coordination, grassroots community connections, etc.
4. Parent Advisory Council- recruitment and coordination of parent advocates and volunteer efforts including parent engagement, advocacy, providing structure and support for these activities including opportunities for parent input.
5. Community development and outreach including community events including support in coordination, organizing and participation.
6. Support internal services for meeting families' concrete needs including Food Pantry and Diaper Bank.
7. Maintain and track data including tracking and reporting out on numbers of CBCAP and food pantry/diaper bank.
8. Participate in agency data collection, reporting, parent surveys and outcome tracking.
9. Receive Welcome Baby referrals, collaborate with community partners regarding services and supports to new parents; maintain partnerships and relationships with local hospitals.
10. Maintain and develop community connections to agencies offering housing, substance use and recovery, domestic violence services, and child protection. Offer place-based parent education and support opportunities in collaboration with community-based services such as CIRCLE, Capstone Community Action, Central Vermont Home Health and Hospice, Good Beginnings, DCF/Family Services Division and other community-based agencies serving families with young children.
11. Support FCWC Communications including newsletters and external communications, and social media, including increasing subscribers and followers.

Working Conditions:

Internal- Work is normally performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties. External- Moderate travel may be required. Work outside the office normally takes place in similar office environments, although occasionally work may include classroom environments.

Physical Demands:

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.