



EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Family and Community Engagement Coordinator
Department: Early Childhood Education
Reports to: Director of Early Childhood Education
Hours: Full-Time
FLSA: Exempt

Position Summary:

The Family and Community Engagement Coordinator will ensure that the family services systems are running effectively in order to achieve outcomes for families and children. He/she will guide the Family Services staff vision for the whole family and community partnerships to promote school readiness goals for the entire family. The position will ensure all levels of ECE understand how our integrated work positively impacts a child's school readiness, while ensuring that all Head Start Performance Standards and specific funding regulations are met or exceeded. The Family and Community Engagement Coordinator works with mental health consultants, Center Directors, Education and Disabilities Coordinator, manages Health Service Manager, as well as guidance to staff and parents regarding mental health and family services for children and their families.

Responsibilities:

- Oversee the Family Services Department.
- Design and implement program interventions for children with mental health and behavioral concerns, in conjunction with Education/Disabilities Coordinator, Center Directors and child care center staff. Including but not limited to:
 - Classroom observation of children.
 - Consulting with Families to address specific needs and concerns.
 - Managing interdisciplinary team meetings.
- Develop and implement strategies to be used by classroom and Family Services staff to promote mental health.

- Creates and Manage community partnership agreements with local resources, working towards better outcomes for children and families.
- Oversee overall quality improvement in the ECE family outcomes.
- Continuously monitoring to improve and strengthen Family and Community Engagement in ECE.
- Monitor family data progress and assess trends across the program year.
- Monitor progress and assess family trends across assessment tools.
- Explore innovative ways to strengthen monitoring and evaluation of the connection between child outcomes and family outcomes.
- Collaborate with the Central Leadership Team to plan, coordinate, and implement a wide range of diverse, applicable, and creative professional development opportunities for all staff.
- Participate in offered trainings, workshops, professional development days, and/or all-staff conferences.
- Design and implement workshops for parents.
- Under the leadership of the Director of Education, support and manage the DAPC.
- Support and work directly with the Retention and Recruitment Specialist as per EarlyLearn and Head Start Regulations.
- Identify mental health resources and assisting families obtain supplemental mental health services.
- Develop and maintain a system of continuous, on-going monitoring of all Family Services files.
- Other tasks as assigned.

Qualifications:

- Master's in Social Work required.
- At least three years management experience, with experience in evaluation, systems, and staff development.
- Strong administrative skills are required.
- Excellent communication and computer skills.
- Experience advocating for families.
- Commitment to professional development for themselves and their staff.
- Demonstrated knowledge and/or experience providing mental health services in early childhood education.
- Demonstrated knowledge of Early Learn preferred.
- Demonstrated knowledge of Head Start Performance Standards required.
- Bilingual (English/Spanish) preferred.
- Excellent organizational ability and interpersonal skills.
- Strong administrative skills required.
- Overall flexibility and ability to work under pressure and meet many deadlines.

To Apply: Please send Cover Letter, Resume, and 3 Professional References to: earlychildhoodcareers@unionsettlement.org. Please indicate Family and Community Engagement Coordinator in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER