

Audubon Area Community Services, Inc.

Job Description

Title of position: Family and Community Services Team Manager

Department: Family and Community Services

Reports to: Director of Child and Family Services
Head Start/Early Head Start Director

Summary

The Family and Community Services Team Manager plans, coordinates, and implements program activities in the area of family and community services including staff development, technical assistance, quality assurance, and program management.

Essential Duties and Responsibilities

1. Leads and coordinates activities of the Family and Community Services Team while serving as a communication link to the Executive Team.
2. Participates in activities of the Executive Team including management-level decision- making, developing and implementing long and short-range goals, objectives, policies, procedures, budgets, and the monitoring of overall program effectiveness.
3. Coordinates and facilitates training and professional/program development within the agency and with other collaborative partners.
4. Develops and implements quality assurance activities including on-site visitation, program review, consultation, and follow-up.
5. Represents agency/program through public relations, task force activities, and/or other inter-agency councils as appropriate or assigned.
6. Writes, edits, reviews or develops grants, reports, summaries or other written materials vital to the ongoing operation of the program/agency.

Essential Behavioral Attributes

1. Exhibits maturity (courage and consideration) through effective time management, dependability, self-discipline, flexibility, and honoring confidentiality.
2. Demonstrates pro-activity by taking responsible actions that are consistent with the agency's mission.
3. Displays a "win-win" attitude by seeking mutual benefit with all interdependent relationships.
4. Coaches others by encouraging open contribution of ideas, opinions, and decision making while modeling positive behavior.
5. Communicates effectively by seeking first to understand, utilizing verbal, written, and reflective listening skills.
6. Fosters team building through encouragement, support, shared decision-making, and the seeking of synergistic results.
7. Follows a continuous plan of personal and professional growth, utilizing a variety of training opportunities and learning experiences.
8. Actively participate in collaborative and networking activities at the local, state, and/or national level.
9. Demonstrates integrity as evidenced by honesty, trustworthiness, respect for self and others, sincerity, and valuing diversity.

Education and/or Experience

Masters or Bachelors Degree and minimum of 5 years of education and/or program management experience.

Audubon Area Community Services, Inc.

Job Description

Title of position: Community Development Specialist
Department: Family and Community Services
Reports to: Family and Community Services Team Manager

Summary

The Community Development Specialist plans, coordinates, and implements program activities in the area of Community Services including staff development, technical assistance, quality assurance, and program management.

Essential Duties and Responsibilities

1. Coordinates and facilitates training and professional/program development within the agency and with other collaborative partners.
2. Develops and implements quality assurance activities including on-site visitation, program review, consultation, and follow-up.
3. Develops and facilitates the implementation of plans, policies, and procedures as related to the field of specialty.
4. Provides direct technical assistance to staff after review by team/team manager.
5. Develops and implements the ongoing processes related to community and leadership activities and development.
6. Facilitates the establishment and maintenance of a stable community coalition in order to increase community advocacy by identifying issues, implementing plans of action, and evaluating progress.
7. Promotes networking and collaboration among community agencies to develop resources and increase advocacy.
8. Facilitates the delivery of services to children and families through the building and maintaining of active linkages with community partners.

Essential Behavioral Attributes

1. Exhibits maturity (courage and consideration) through effective time management, dependability, self-discipline, flexibility, and honoring confidentiality.
2. Demonstrates pro-activity by taking responsible actions that are consistent with the agency's mission.
3. Displays a "win-win" attitude by seeking mutual benefit with all interdependent relationships.
4. Coaches others by encouraging open contribution of ideas, opinions, and decision making while modeling positive behavior.
5. Communicates effectively by seeking first to understand, utilizing verbal, written, and reflective listening skills.
6. Fosters team building through encouragement, support, shared decision-making, and the seeking of synergistic results.
7. Follows a continuous plan of personal and professional growth, utilizing a variety of training opportunities and learning experiences.
8. Actively participate in collaborative and networking activities at the local, state, and/or national level.
9. Demonstrates integrity as evidenced by honesty, trustworthiness, respect for self and others, sincerity, and valuing diversity.

Education and/or Experience

Bachelors Degree and/or minimum of 3 years experience in field of specialty.

Audubon Area Community Services, Inc.

Job Description

Title of position: Family Development Specialist
Department: Family and Community Services
Reports to: Family and Community Services Team Manager

Summary

The Family Development Specialist plans, coordinates, and implements program activities in the area of Family Services including staff development, technical assistance, quality assurance, and program management.

Essential Duties and Responsibilities

1. Coordinates and facilitates training and professional/program development within the agency and with other collaborative partners.
2. Develops and implements quality assurance activities including on-site visitation, program review, consultation, and follow-up.
3. Develops and facilitates the implementation of plans, policies, and procedures as related to the field of specialty.
4. Provides direct technical assistance to staff after review by team/team manager.
5. Coordinates Policy Council activities including elections, orientation/retreat, committee activities, meetings, reports, communication, and recognition events.
6. Facilitates the development of family activities and resource materials in the areas of continuing education, parent training, volunteer recruitment/training, and adult education.
7. Facilitates the delivery of services to families and children through the building and maintaining of active linkages with strength-based, family-focused resources.

Essential Behavioral Attributes

1. Exhibits maturity (courage and consideration) through effective time management, dependability, self-discipline, flexibility, and honoring confidentiality.
2. Demonstrates pro-activity by taking responsible actions that are consistent with the agency's mission.
3. Displays a "win-win" attitude by seeking mutual benefit with all interdependent relationships.
4. Coaches others by encouraging open contribution of ideas, opinions, and decision making while modeling positive behavior.
5. Communicates effectively by seeking first to understand, utilizing verbal, written, and reflective listening skills.
6. Fosters team building through encouragement, support, shared decision-making, and the seeking of synergistic results.
7. Follows a continuous plan of personal and professional growth, utilizing a variety of training opportunities and learning experiences.
8. Actively participate in collaborative and networking activities at the local, state, and/or national level.
9. Demonstrates integrity as evidenced by honesty, trustworthiness, respect for self and others, sincerity, and valuing diversity.

Education and/or Experience

Bachelors Degree and/or minimum of 3 years experience in field of specialty.

Audubon Area Community Services, Inc.

Job Description

Title of position: Family and Community Specialist
Department: Family and Community Services
Reports to: Family and Community Services Team Manager

Summary

The Family and Community Specialist assists with the planning, coordination and implementation of program activities in the area of Family & Community Services including staff development, technical assistance, quality assurance, and program management.

Essential Duties and Responsibilities

1. Assists with the coordination and facilitation of training and professional/program development within the agency and with other collaborative partners.
2. Assists with the development and implementation of quality assurance activities including on-site visitation, program review, consultation, and follow-up.
3. Develops and facilitates the implementation of plans, policies, and procedures as related to community development and family services.
4. Provides direct technical assistance to staff (after review by team/team manager) in the areas of family support and community services.
5. Assists in the Development and implementation of the ongoing processes related to family, community, and leadership activities and development.
6. Engages in community planning and community-related work that establishes and fosters community involvement and partnerships.
7. Assists in the promotion of networking and collaboration among community agencies to develop resources and increase advocacy.
8. Facilitates the delivery of services to children and families through the building and maintaining of active linkages with community partners and services devoted to family support.

Essential Behavioral Attributes

1. Exhibits maturity (courage and consideration) through effective time management, dependability, self-discipline, flexibility, and honoring confidentiality.
2. Demonstrates pro-activity by taking responsible actions that are consistent with the agency's mission.
3. Displays a "win-win" attitude by seeking mutual benefit with all interdependent relationships.
4. Coaches others by encouraging open contribution of ideas, opinions, and decision making while modeling positive behavior.
5. Communicates effectively by seeking first to understand, utilizing verbal, written, and reflective listening skills.
6. Fosters team building through encouragement, support, shared decision-making, and the seeking of synergistic results.
7. Follows a continuous plan of personal and professional growth, utilizing a variety of training opportunities and learning experiences.
8. Actively participate in collaborative and networking activities at the local, state, and/or national level.
9. Demonstrates integrity as evidenced by honesty, trustworthiness, respect for self and others, sincerity, and valuing diversity.

Education and/or Experience

Associate Degree and 6 months related experience, or equivalent combination of education and experience.

Audubon Area Community Services, Inc.

Job Description

Title of position: Community Resource Assistant
Department: Family and Community Services
Reports to: Community Development Specialist

Summary

The Community Resource Assistant provides secretarial and program support for the staff of The Free To Grow Project and The Family and Community Team Manager.

Essential Duties and Responsibilities

1. Prepares and maintains files of letters, memorandums, reports and other documents with promptness and accuracy for assigned staff.
2. Performs general office functions including filing, faxing, copying, and sorting of incoming/outgoing mail.
3. Prepares, copies, and maintains special projects, training materials, and other reference materials as assigned.
4. Performs duties of program receptionist by greeting visitors, and directing them to the appropriate person(s) in a friendly, welcoming manner.
5. Answers and screens incoming telephone calls, releasing appropriate information and taking messages as needed or requested.

Essential Behavioral Attributes

1. Exhibits maturity (courage and consideration) through effective time management, dependability, self-discipline, flexibility, and honoring confidentiality.
2. Demonstrates pro-activity by taking responsible actions that are consistent with the agency's mission.
3. Displays a "win-win" attitude by seeking mutual benefit with all interdependent relationships.
4. Coaches others by encouraging open contribution of ideas, opinions, and decision making while modeling positive behavior.
5. Communicates effectively by seeking first to understand, utilizing verbal, written, and reflective listening skills.
6. Fosters team building through encouragement, support, shared decision-making, and the seeking of synergistic results.
7. Follows a continuous plan of personal and professional growth, utilizing a variety of training opportunities and learning experiences.
8. Actively participate in collaborative and networking activities at the local, state, and/or national level.
9. Demonstrates integrity as evidenced by honesty, trustworthiness, respect for self and others, sincerity, and valuing diversity.

Education and/or Experience

One-year certificate from college or technical school and 6 months related experience, training, or equivalent combination of education and experience.

Audubon Area Community Services, Inc.

Job Description

Title of position: Community Advocate (previously Community Support Assistant)
Department: Family and Community Services
Reports to: Community Development Specialist
Family/Community Support Specialist

Summary

The Community Advocate provides support and assistance to collaborative team of program staff and community residents. Advocacy includes leadership development, modeling, and teaching as well as awareness of substance abuse prevention. Clerical tasks may also be a part of this position. The Community Advocate position is a full-time temporary position funded until April 30, 2000.

Essential Duties and Responsibilities

1. Conduct one-on-one interviews and illicit stories from the community.
2. Maintain a scrapbook (photo, newspaper clippings etc.)
3. Asset Mapping (Design a map of the community which includes local business and churches.)
4. Leadership Training: Community Advocate will help identify participants, facilitate and/or identify other individuals who would be appropriate in co-facilitate the training. Arrange the training (food, seating, etc.)
5. Arrange childcare for coalition group activities if needed.
6. Provide transportation as needed.
7. Keep minutes at community group/staff meetings until such time another member volunteers to do so.
8. Write a paragraph about what is happening at your site to be included in the Curious Journal.
9. Community Advocate will be expected to review/discuss one-on-one's with the Family/Community Support Specialist, Community Development Specialist and Partners.
10. Community Advocate must help with and acquire approval of all materials to be viewed by the public audience. (EX. Media Release, Partnerships, etc.) Approved by Community Development Specialist.
11. Community Advocate will assist the Family/Community Support Specialist and Community Development Specialist in-group progress and group dynamics.
12. Community Advocate will assist in scheduling and conducting one-on-one interviews individually, with the Family and Community Support Specialist and/or Community Development Specialist, and Partners as requested.
13. The Community Development Specialist and Family/Community Support Specialist will direct the Community Advocate in all matters of the Free to Grow Program.
14. The Head Start Local Area Manager (LAM) will supervise the Community Advocate (punctuality, quality of work etc.)

Audubon Area Community Services, Inc.

Job Description

Title of position: Program Assistant
Department: Administrative Services
Reports to: Local Area Manager

Summary

The Program Assistant assists Local Area Manager in coordinating, reviewing and implementing administrative, health and clerical functions by performing the following duties. Local Area Manager may designate certain duties from list below as primary responsibility for a Program Assistant.

Essential Duties and Responsibilities

1. Assists Local Area Manager in developing and implementing quality assurance activities including on-site visitation, program review, consultation and follow-up.
2. Assists Local Area Manager in monitoring the budget of discretionary funds; orders and maintains an adequate inventory of office, classroom and custodial supplies.
3. Collects, reviews and alphabetizes timesheets and ensures that they are signed by appropriate supervisor; brings any discrepancies to the attention of the Local Area Manager; submits timesheets to the Central Office.
4. Schedules health/dental screenings, exams, and growth assessments; ensures that appropriate forms are completed and signed as required prior to appointment; arranges and provides transportation of children/parents to health/dental appointments as needed.
5. Maintains children's health services folders in accordance with agency procedures; monitors health services to ensure that children's screenings, treatments and immunizations are complete and up-to-date, using Child Plus reports.
6. Tracks, schedules and documents follow-up medical, dental and mental health, and/or nutrition services or treatment.
7. Completes data entry of child and family services in the ChildPlus tracking system; monitors ChildPlus detailed and summary reports for accuracy and timeliness, and reports any possible problems to the Local Area Manager; maintains additional database software programs as appropriate (i.e. LAPD for Windows, Child Care Account tracking System).
8. Prepares word processing documents such as letters, memos, reports, flyers and meeting/training agendas as needed.
9. Performs additional clerical duties such as answering telephone, handling mail, filing, copying, faxing, and greeting and assisting visitors.

Essential Behavioral Attributes

1. Exhibits maturity (courage and consideration) through effective time management, dependability, self-discipline, flexibility, and honoring confidentiality.
2. Demonstrates pro-activity by taking responsible actions that are consistent with the agency's mission.
3. Displays a "win-win" attitude by seeking mutual benefit with all interdependent relationships.
4. Coaches others by encouraging open contribution of ideas, opinions, and decision making while modeling positive behavior.
5. Communicates effectively by seeking first to understand, utilizing verbal, written, and reflective listening skills.
6. Fosters team building through encouragement, support, shared decision-making, and the seeking of synergistic results.
7. Follows a continuous plan of personal and professional growth, utilizing a variety of training opportunities and learning experiences.
8. Actively participate in collaborative and networking activities at the local, state, and/or national level.
9. Demonstrates integrity as evidenced by honesty, trustworthiness, respect for self and others, sincerity, and valuing diversity.

Education and/or Experience

One-year certificate from college or technical school or three to six months related experience and/or equivalent combination of education and experience.

Audubon Area Community Services, Inc.

Job Description

Title of position: Family Advocate
Department: Family and Community Services
Reports to: Local Area Manager

Summary

The Family Advocate creates, provides, and/or coordinates services and activities with families and communities that foster strength, healthy living, and overall well being. The Family Advocate provides support in a case management style, and acts as liaison between families, staff members, communities, and other family related services.

Essential Duties and Responsibilities

1. Works in partnership with parents/families to support positive growth in a strength-based, family-directed manner.
2. Provides individualized advocacy services that promote greater independence, self-improvement, and positive growth through activities such as home visits, intervention strategies, and/or other supportive methods.
3. Maintains family and community services documentation outlining family goals, progress and ongoing assessment. Documentation (service plan) is reviewed on a consistent basis, with the provision of follow-up as needed or requested. All documentation and family related information is held confidential.
4. Secures information such as medical, psychological, and environmental factors that affect family situations, and works with the family to address needs; assists with health-related services as needed.
5. Assists in the promotion of networking and collaboration among community agencies to develop resources and increase advocacy.
6. Maintains contact with representatives of other organizations to exchange and update information on resources and services available.
7. Facilitates the delivery of services to children and families through the building and maintaining of active linkages with community partners and services devoted to family support.
8. Develop, implement, and/or coordinate family support activities such as parent trainings, inkind/volunteer, parent committee meetings, and fundraising.
9. Engage in community planning and community-related work that establishes and fosters community involvement and partnerships.
10. Assists in developing and implementing strategies that produce successful recruitments and enrollment of eligible children and families into the program.

Essential Behavioral Attributes

1. Exhibits maturity (courage and consideration) through effective time management, dependability, self-discipline, flexibility, and honoring confidentiality.
2. Demonstrates pro-activity by taking responsible actions that are consistent with the agency's mission.
3. Displays a "win-win" attitude by seeking mutual benefit with all interdependent relationships.
4. Coaches others by encouraging open contribution of ideas, opinions, and decision making while modeling positive behavior.
5. Communicates effectively by seeking first to understand, utilizing verbal, written, and reflective listening skills.
6. Fosters team building through encouragement, support, shared decision-making, and the seeking of synergistic results.
7. Follows a continuous plan of personal and professional growth, utilizing a variety of training opportunities and learning experiences.
8. Actively participate in collaborative and networking activities at the local, state, and/or national level.
9. Demonstrates integrity as evidenced by honesty, trustworthiness, respect for self and others, sincerity, and valuing diversity.

Education and/or Experience

Associate Degree and 6 months related experience or equivalent combination of education and experience.