

EHS-CCP Partnership Liaison Job Description

Job Title:	Partnership Liaison	Department:	Early Childhood
Location:	Main Building	Program:	EHS CCP
Reports to:	FCP Manager	Pay Level:	Starts at \$12.40
Prepared by date:	Jessica Merritt 5.19.2020	Revised by/date:	Christina Blair 9.1.20
FLSA Status:	Non-exempt	Travel:	Some travel within Fayette County, Clinton. County, Highland County

Contact: brayburn@cacfayettedcounty.org or call 740-335-7282

Mission Statement: The mission of the Fayette County Early Learning Center is to EMPOWER the children and families of Fayette County through education, motivation, provision of opportunity, wellness, encouragement, and respect.

Position Summary: This position serves as a social service support to children and families. The Liaison will be responsible for family partnerships, parent involvement and recruitment for the respective partner agencies. The Liaison supports and assists a caseload of 20 families, identifying goals as established in the Family Partnership Agreement.

Essential Duties & Responsibilities:

1. Support families as they identify and meet their goals through the Family Partnership Agreement process.
2. Perform 2 home visits with each family per calendar year.
3. Work with families throughout the year to identify goals, strengths, and necessary services and supports, as well as describing progress in achieving goals established through the Family Partnership Agreement.
4. Meet all requirements of HS PPS 1302.50 Subpart E- Family and Community Engagement Program Services.
5. Plans and provides opportunities for families to become involved in monthly parent meetings and activities, while encouraging participation throughout the program.
6. Assists families in establishing peer support networks in the community.
7. Ensures meetings and one-on-one interactions are respectful of each family's diversity and cultural background.
8. Establish positive and productive relationships with families focusing on a relationship of trust.
9. Works with families to identify and access services and resources responsive to family's interests and goals, providing resources and referrals as needed. Resources may include, but are not limited to: counseling, mental health, substance abuse, child abuse and neglect training, domestic violence, crisis intervention, CPR training.
10. Provide and document emergency or crisis assistance in areas such as food, clothing, housing, mental health or transportation needs.
11. Record, monitor and follow-up on supportive services referrals per reporting requirements.
12. Participates in required professional development activities to enhance skills knowledge.
13. Completes reports on a weekly, monthly and yearly basis.
14. Understand, generate and document in-kind and other allowable costs applied toward the non-federal share requirements.
15. Maintains and ensures all documentation is current in child's file and Child Plus.
16. Other duties as assigned.

Qualifications, education, and/or experience:

The following qualifications represent the training education, certifications, licensures, and/or work experience required to perform the essential duties and responsibilities successfully.

Education:

- Associates in Social Services or related field. Prefer BA

Skills:

- Willing to work flexible hours to meet the needs of families.
- Ability to communicate effectively both verbally and written.
- Ability to work independently.
- Must maintain confidentiality.

Additional Requirements:

- U.S. Citizen
- 18 Years of age or older
- Pass random drug and alcohol test.
- FBI/BCI background check
- Ability to pass a Sex Offender Registry Check
- Ability to pass the Child Abuse and Neglect State Registry Check

Certificates, Licenses, Credentials:

- Maintain certification in CPR, First Aid, Child Abuse and Communicable Disease.
- Obtain Family Development Credential within first 2 years of employment.
- Provide proof of Driver's License and insurance.
- Obtain infant/toddler training as assigned.

Competencies:

Communication (oral) - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings, and demonstrates group presentation skills as appropriate.

Communication (written) - Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs, presents numerical data effectively, and reads and interprets written information.

Continuous learning – Continuously strives to build own knowledge, skills and abilities. Works to obtain or maintain required licensing, credentials, or training as needed for their position.

Customer service – Manages difficult or emotional customer situations, responds promptly to requests for service and assistance, solicits customer feedback to improve service and meets commitments.

Dependability – Works independently within guidelines, accepts responsibility for own actions, keeps commitments, meets productivity standards/goals, completes work in a timely manner and adheres to the agency attendance policy.

Initiative - Takes independent actions and calculated risks, effectively identifies new opportunities and challenges, and determines how to facilitate positive outcomes.

Interpersonal skills - Focuses on solving conflict, not blaming others; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas; and tries new things.

Judgment - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process, and makes timely decisions.

Leadership - Displays passion and optimism, inspires respect and trust, influences actions and opinions of others as appropriate, mobilizes others to fulfill the vision as appropriate, and provides vision and inspiration to peers and/or subordinates.

Motivation - Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures self against standard of excellence, and takes calculated risks to accomplish goals.

Multitasking - Displays an ability to handle multiple tasks in an efficient and timely manner.

Partnership/teamwork - Contributes to building a positive team spirit, puts success of team above own interests, exhibits objectivity and openness to others' views, gives and welcomes feedback, and supports everyone's efforts to succeed.

Planning/organizing - Prioritizes and plans work activities; uses time efficiently, sets short-and long-term goals and objectives, aligns objectives and actions with organizational goals, and develops realistic action and contingency plans.

Policy analysis - Formulates recommendations, anticipates possible ramifications, and communicates significance of findings.

Problem solving - Anticipates, identifies, and resolves problems in a timely manner; gathers and analyzes information skillfully; works to overcome obstacles; develops alternative solutions; works well in group problem-solving situations; and uses reason even when dealing with emotional topics.

Project management - Develops project plans; coordinates projects, communicates changes and progress, completes projects on time and within budget constraints, and manages project team activities.

Research & Evaluation - Identifies relevant sources of information, synthesizes data into meaningful terms, and presents interpretation of findings.

Strategic thinking - Develops strategies to achieve organizational goals, understands organization's strengths and weaknesses, analyzes market and competition, identifies external threats and opportunities, and adapts strategy to changing conditions.

Stewardship – Follows policy and procedure, promotes safety and security awareness, works ethically and with integrity, upholds organizational values, maintains a positive and professional demeanor, and maintains and uses equipment and materials properly.

Team Work - Ability to work with teaching team and Head Start staff to carry out the goals of the Head Start program in order to provide a safe learning environment for children.

Technology - Computer literate in internet browsing, email and data entry. Willingness and ability to learn web-based data systems for recordkeeping.

Respect – Treats people with dignity and respect, values diversity, demonstrates cultural competence, promotes a harassment-free environment, keeps commitments, and inspires the trust of other. Implements programming in alignment with agency’s person-centered philosophies. Maintains client confidentiality at all times.

Training - Aligns objectives with organizational goals, prepares for instructional delivery; and facilitates participant learning, evaluates training effectiveness.

Organizational Relationships/Authority: who does this person supervise and/or coordinate with on regular basis?

Physical Requirements: Requires standing, bending, reaching, sitting and working with infants and toddlers and office equipment such as a computer, telephone, adding machine, phone, etc. Must be able to pass initial TB test and day care physical. Must be able to lift 40 pounds occasionally and have the emotional control to withstand child, parent and staff demands.

Work Environment: Majority of time spent in a typical child care setting, which may result in exposure to communicable disease. This is a full-time position.

Occupational Health and Safety:

- Responsible for compliance with workplace policies and procedures for risk identification, risk assessment, and risk control.
- Responsible for active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilization of appropriate personal protective equipment if required by employment.

Applicable policies: The CAC is an equal opportunity employer committed to creating a diverse and healthy workplace that complies with the Americans with Disabilities & Health Insurance Portability and Accountability Acts. CAC is an at-will employer and this job description does not constitute a contract for employment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signature: _____

Date: _____

Supervisor: _____

Date: _____

