

Job Description
Bismarck Public Schools

Family Advocate/Family Engagement Manager
Early Head Start/Head Start Program at BECEP

Qualifications:

A Bachelor's degree in Social Work or Human Services field and a valid ND license in Social Work. Consideration is given to experience and background in working with parents/families and early childhood development, as well as Early Head Start/Head Start.

Reports to: Head Start Coordinator

Salary Classification: Step PJ-1 on the Professional Support Staff salary schedule

Essential Functions:

1. Be the main, formal communication link between BECEP staff and all families served by BECEP.
2. Support families both in their home, as well as at the Head Start Program, to assess their strengths and needs.
3. Serve as a referral and connection to community resources for families.
4. Plan & coordinate family socializations with BECEP staff.
5. Work closely with families and BECEP staff regarding training needs and assist in coordinating the arrangements for trainings when needed.
6. 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.
7. Assist the Head Start Coordinator in ensuring the Head Start Performance Standards are adhered to, as well as the development of required reports.

Terms of employment: This is a full-time, 11-month per year position.