



Mid Florida Community Services, Inc.  
 820 Kennedy Blvd.  
 Brooksville, FL 34601  
 Phone: 352-796-1425 Fax: 352-796-9952

<b>POSITION TITLE:</b>	Family & Community Partnerships Manager, Hernando/Sumter
<b>DEPARTMENT:</b>	Head Start/Early Head Start
<b>SUPERVISED BY:</b>	Deputy Director of Program Services

**Wage:** \$53,601.60/yr.

**Benefits:** Vacation, Sick, PTO, employer paid health benefits, 14 company paid holidays, 8% non-matching retirement, \$30,000 life insurance policy, and LTD.

**\$1,000 sign on incentive until October 29, 2021.**

**Location:** Brooksville, FL

**Please apply online at [www.mfcs.us.com](http://www.mfcs.us.com)**

## JOB DESCRIPTION

**POSITION SUMMARY:** Supervisory position that is responsible for overseeing, directing, and coordinating the Head Start/Early Head Start family and community partnerships service area that includes family/community partnerships, ERSEA, and parent/male involvement.

### ESSENTIAL JOB FUNCTIONS:

- Oversees and supervises the activities of employees that are responsible for the development, implementation and operations of family/community partnerships, ERSEA and parent/male involvement within Head Start/Early Head Start.
- Overall responsibility for developing, implementing, and monitoring program plans and policies and procedures for family/community partnerships, ERSEA and parent/male involvement services in accordance with the policies/practices of Head Start, federal, state and local regulations/laws, including the Head Start Performance Standards, applicable transmittal notices and other administrative orders/directions.
- Responsible for ERESEA activities within ChildPlus.net to include: acceptance of HS/EHS children, monitoring HS/EHS waitlists, enrollment of HS/EHS children, transfers and transitions within HS/EHS programs, and drops of children within HS/EHS.
- Develops, implements and monitors procedures for systematic identification, recruitment, selection, enrollment, and attendance of children, including children who are homeless, in foster care, or have disabilities.
- Monitors and reports to Policy Council, as needed, Average Daily Attendance.
- Approves hiring of staff for family and community partnerships service area, coordinating with Human



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Resources and Administrative Assistant II to assure all new employee documentation is accurate and complete.

- Assures family and community partnerships services new employee orientation is conducted for all new employees in a timely manner.
- Develops, implements and monitors adherence of measurable goals and objectives to support and assure program success; utilizes ChildPlus.net to track family outcomes and service delivery.
- Approves purchases of materials, supplies and equipment for the family and community partnerships service areas and ERSEA activities.
- Provides training, assistance and communication to staff on a regular, on-going basis on policy, procedures, performance standards/best practices, operational guidance and work performance.
- Provides reports on activities, expenditures, and outcomes within the family and community partnerships service areas for management analysis and needed action.
- Develops, implements and monitors systems/procedures used for identifying family strengths, needs and case management.
- Develops, implements and oversees the operations of the Volunteer Program. Oversees the recruitment, training and scheduling of parent and community volunteers.
- Prepares, conducts and assists with training for parents.
- Participates in community committee work as needed to enhance Head Start/Early Head Start program operations.
- Assures the community resource directory and parent handbook is developed and revised annually.
- Assures parent input is incorporated in the design of appropriate, educational center/wing activities for children and parents.
- Develops, implements, and monitors community agreements/memorandums of understanding (MOU) to assure services are provided to children and families.
- Ensures the program's in-kind goals are met and tracks reports for accuracy and timely submission to the finance department.
- Serves as the liaison between the local school districts and the Head Start program to ensure homeless children are identified and served.
- Provides Head Start Director with monthly enrollment for reporting to the Federal government.
- Works with family and community partnerships team members to assure integration with other service area teams.
- Assures accuracy, approves subordinates' timecards, and submits documentation to human resources and finance departments.
- Disseminates local, state, federal, and agency information to subordinates as needed.
- Collaborates with management team to develop and implement the annual training plan, including pre-



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service, in-service, T/TA, and ongoing workshops.

- Actively participates in center/classroom activities, parent meetings and annual parent activities as requested.
- Acts as an advocate and role model for Head Start/Early Head Start families. Recruits children for the program.
- Assists in the development and implementation of the annual training plan, including pre-service, in-service, T/TA, and ongoing training requirements.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the Head Start program.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance Head Start/Early Head Start programs as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of Head Start, federal, state and local regulations/laws, and federal regulations/laws including the Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

#### **NON-ESSENTIAL/SECONDARY FUNCTIONS:**

- Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff.

#### **JOB STANDARDS:**

Education: Bachelor degree in human services, social work or related field from an accredited college or university.

Experience: Five years of experience in program administration. Three years of supervision/management experience.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

#### **CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: These physical demands are representative of the physical requirements necessary for an



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employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 30lbs) are occasional.

Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment and vehicle.

Skills & Expertise: Ability to work with limited direction. Knowledge of federal, state and local Head Start/educational/childcare laws, regulations, practices and standard operating procedures. Knowledge of available community resources. Knowledge of organizational methods. Skills in completing work with a high degree of accuracy. Skill in developing policies, procedures and/or systems for implementing programmatic functions. Ability to evaluate programs and situations and make decisions for improvement. Ability to effectively communicate orally and in writing. Knowledge of effective supervisory skills and methods. Ability to analyze and interpret data. Ability to use and operate a computer. Skills in public speaking and public relations. Skills in customer service and dealing with irate individuals and problem solving. Ability to work with children with special needs. Ability to establish effective working relationships with people, including supervisors, subordinates, coworkers, parents and children, and community contacts. Ability to oversee, review, and coordinate the work of subordinates. Ability to prepare/create complex management and financial reports. Ability to maintain staff, child and parent confidentiality. Knowledge of community resources. Ability to make sound decisions in a crisis situation.

### **ENVIRONMENTAL JOB FACTORS:**

Job Location: Primary location is the Head Start facilities in Hernando and Sumter counties. Occasional travel to other counties.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



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REVISION DATE: 08/17/2021	W/C CODE: 8810	FLSA STATUS: Exempt
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