

Duties and responsibilities:

- Responsible for the social services referrals and parent engagement in the ECEAP program including outreach, recruitment, and the enrollment process.
- Facilitation of parent engagement in center activities including planning activities, managing parent budget, and volunteering in the classroom.
- Assisting families in their efforts to improve the condition and quality of family life by setting achievable goals.
- Connecting families with community services and resources.
- Developing and maintaining professional relationships with local community agencies.
- Conduct family visits both in the home and at the center to provide goal setting assistance, resource options, and ongoing support to families.
- Follow a year round recruitment plan designed to maintain a pool of eligible children on a wait list.
- Understand and implement income verification process.
- Provide appropriate resources or referral in a crisis situation.
- Facilitate the involvement of parents in all aspects of the program including Policy Council.
- Plan and carry out training for families when necessary.
- Keep accurate records, including enrollment information, family assessment, referral, and follow-up data.
- Coordinate with all components to facilitate implementation of program goals.
- Be an advocate or spokesperson for low-income persons.
- Furnish to all parents updated information on community resources and how to use them.
- Orient parents to their responsibilities and rights in ECEAP.
- Encourage parents to participate in decisions concerning the content and direction of the program.
- Attend in-service training sessions and staff meetings as scheduled.
- Participate in regular staffing and quarterly interdisciplinary review of each family..
- Perform other duties and responsibilities as assigned.

Requirements:

- AA in health or human services with two years of experience in human service program, or serving low-income families preferred;
- BA in health or human services field plus one year experience working with families;
- MA in human services field or MSW, preferred but not required;
- Allowable substitute: Degree in other areas plus 2 years related experience and willingness to complete three college-level courses specified by ECEAP in the first year of employment.

Additional Requirements:

- Submit initial health examination, including screening for TB;
- Obtain a First Aid and Infant/Child CPR card within 90 days of hiring and keep current;
- Complete criminal history, declaration form, and fingerprinting;
- Obtain a food handlers card within 90 days of hire and keep current;

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

Employment Requirements – After Hire:

- Completion of New Employee Orientation within 30 days.
- Completion of online workplace training within 30 days of hire.
- Completion of Washington State mandated Paraeducator Certificate Program training, by state-established timelines.

Working Conditions:

- Physical Demands – While performing the duties of this job, the following physical demands are significant: lifting, carrying, walking, standing, stooping, crouching, and/or kneeling, as well as significant fine motor dexterity. The position also requires the ability to drive to and from home visits, community meetings, and training sessions.
- Work Environment –Most activities are performed indoors in an early learning classroom or office setting. The position may require supervision of children or engagement with families in outdoor environments under a variety of weather conditions. The noise level in the work environment is moderate. The employee has responsibility for the safety and well-being of others and must be able to interact professionally with coworkers, families, and community members. There is potential exposure to ordinary infectious diseases, student or child bodily fluids, and occasionally stressful or emotionally challenging family situations.

The information contained in this job description is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.