

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Family Engagement Worker – Head Start

QUALIFICATIONS:

- A. A minimum of an Associate's Degree, credential, or certification in social work, human services, family services, counseling, or a related field.
- B. Bilingual/Spanish speaking preferred.
- C. Must possess current Pennsylvania drivers' license or have own reliable transportation.
- D. Prior work experience and/or training in social services preferred.
- E. Ability to work with and relate to infants, toddlers, and preschool-aged children and families of diverse backgrounds.
- F. Ability to work flexible hours to meet needs of assigned children and families.
- G. Ability to maintain accurate and neat records.
- H. Original certificates of clearance from the State Police, the Child Abuse Registry, and PDE FBI.
- I. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) program. Clearance as a MA provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Family Engagement & Community Partnership Supervisor

POSITION GOAL:

Assist in assessing the needs of program participants, make appropriate referrals and provide follow-up as needed; assist with the implementation of parent involvement activities; assist with the implementation of all component service areas, including health, nutrition, disabilities, mental health, education, enrollment and recruiting.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this non-certificated position include, but are not limited to, the following fundamental duties:

- A. Maintain ongoing contact and engagement with families.
 - 1) Complete a needs assessment for all assigned families at least three times per year and support the family goal setting process.
 - 2) Contact families in a timely manner to complete Family Partnership Agreements.
 - 3) Conduct home visits with assigned families.
 - 4) Maintain regular contact with all assigned families.
 - 5) Make appropriate referrals to community resources, and refer to Family Engagement Supervisor when necessary.
 - 6) Document all communication and services provided to families on an ongoing basis using the selected data base system for the Head Start program.
- B. Assist with Parent Involvement activities and encourage parent participation.
 - 1) Assist with training sessions, workshops, and meetings for parents.
 - 2) Assist with Parent Orientation.

- 3) Assist with Center Council organization and Center Officer Training.
 - 4) Assist with Policy Council organization using the Federal Regulations concerning parent involvement as guidance.
 - 5) Notify parents of all Center Committee meetings in conjunction with the classroom teacher(s).
 - 6) Attend parent meetings and workshops, as requested.
 - 7) Document parent workshop attendance.
- C. Engage in classroom activities on a regular basis, including regular weekly visits, additional visits as needed, and supporting any additional needs that may arise.
 - D. Complete the enrollment process with prospective families and engage in recruitment activities, which may include occasional evening and weekend hours.
 - E. Monitor attendance and provide support to students and families to reduce barriers to maintaining appropriate attendance.
 - F. Complete and assist with obtaining end-of-year paperwork.
 - G. Communicate with Service Area Specialists concerning the needs of children and families.
 - H. Work collaboratively with the health team to assist families in securing medical and dental homes and insurance, as well as maintaining compliance with required Head Start health-related Standards.
 - I. Maintain confidentiality.
 - J. Attend all staff meetings and related in-service training sessions.
 - K. Participate as a member of various Early Childhood and Student Services and Head Start teams/committees to advance program quality and support initiatives.
 - L. Participate in career development, when feasible.
 - M. Provide classroom coverage as the paraeducator as needed and assigned by the Family Engagement Supervisor, the Assistant Program Administrator/Family Services, or the Program Administrator/Head Start.
 - N. Perform other related duties as assigned by the Family Engagement Supervisor, the Assistant Program Administrator/Family Services, or the Program Administrator/Head Start.
 - O. Ability to perform the following physical activities; walk, sit, stand, bend, lift up to 30 lbs., and navigate steps.
 - P. Adhere to and implement all BCIU policies, procedures, and directives.

TERM OF EMPLOYMENT:

Non-Exempt, Full-time/Part Year, or Full Time/Twelve months/year as necessary. Salary per Head Start Salary Scale as established by the Berks County Intermediate Unit Board of Directors and the Head Start Policy Council.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational and service organization.

Print Name	
Employee Signature	Date:

Revised: April 30, 2025

CC: Employee File