



Father Involvement Specialist (Family Center)

Purpose Statement

The job of Father Involvement Specialist (Family Center) is done for the purpose/s of adhering to Head Start's Family and Community Engagement Framework, as well as supporting the Early Head Start and Prevention Initiative programs and the Center in adhering to the guidelines and standards set forth by: (1) the Illinois State Board of Education/Prevention Initiative program, (2) Early Head Start Standards (Family Engagement), and Illinois Early Learning Standards. The Father Involvement Specialist duties are also done for the purpose of providing fathers/father figures with the tools they need to become emotionally involved with, and financially responsible for, their birth to 5 years of age children participating in Center programs. The position of Father Involvement Specialist is responsible for developing, implementing and overseeing all father involvement initiatives, and recruiting fathers to participate in Father involvement activities. The position is designed improve communication between the school and the students' male caregivers; promote father engagement in their children's education; and to encourage greater community involvement in the Center.

This job reports to Family Center Facilitator

Essential Functions

- Assesses and identifies developments and research in the professional area of father involvement for the purpose of generating recommendations for improvements in service delivery based upon information gathered.
- Assists with the efforts in developing the Annual Recruitment Plans for both home and Center based programming for the purpose of recruiting the required funded enrollment for the Father Involvement component.
- Builds and cultivates relationships and collaborative agreements with outside agencies for the purpose of advocating and coordinating services and events that meet the needs of Early Head Start and Prevention Initiative families.
- Builds and maintains positive community collaborations, partnerships and awareness of the value of involved fathers for the purpose of meeting Head Start Standards and Prevention Initiative requirements, and building the Center's capacity to support father/father figures in meaningful involvement with their children.
- Compiles and reviews data (e.g. participant files, service delivery, father/father figure engagement, evaluations, attendance, surveys, student and father/father figure participation/volunteerism, etc.) for the purpose of analyzing issues, identifying program needs, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Conducts outreach and coordinates incentives and scheduling (e.g. field trips, childcare, incentive programs, family nights, family engagement activities, volunteerism, Parent/Teacher conferences, etc.) for the purpose of encouraging father participation in Center related events.
- Conducts home and Center visits for the purpose of assessing family needs, informing parents of their child's progress, and completing curriculum requirements.
- Creates a variety of opportunities that connect, engage, and sustain community organizations and father/father figures as partners for the purpose of supporting the health, social service, social emotional well being and learning of all students and fathers.
- Develops and cultivates a network of community partners, including managing of database of partner information for the purpose of supporting the Early Head Start and Prevention Initiatives missions.
- Develops and leads professional development workshops and training for community partners, parent committees, and policy council for the purpose of bringing awareness to the importance of father involvement in the lives of birth-to-three year old children.

- Develops, facilitates, and schedules father/father figure support, advocacy, and educational programs, trainings and events for the purpose of supporting fathers in their role as their child's first teacher and meeting Prevention Initiative and Head Start Standards.
- Identifies community resources and outreach programs for the purpose of supporting father/father figures and student with varying needs, including advocating for fathers within the courts and child welfare system, referring participants to community resources and organizations.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of providing required information and/or documentation.
- Participates in and/or facilitates a variety of meetings, workshops and committees (e.g. Family Center (home and Center based), districtwide, community and public agencies/boards, seminars, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Participates on a variety of community organization and Center committees and/or boards and attends interagency, Center, and community meetings for the purpose of sharing and receiving information related to father/father figure engagement.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Family Center.
- Practices effective techniques for father engagement (e.g. facilitates Fathers Advisory Committee, assists with Parent Orientation, maintains a reference library of fatherhood involvement reference materials, facilitates father support groups/instructional sessions and programming/activities/workshops, etc.) for the purpose of demonstrating and encouraging father friendliness within the agency and other community institutions.
- Prepares a variety of documents (e.g. participant intake interviews, demographic information, status reports, male involvement data, Parent Involvement Plans, parent, surveys, reports, logs, memos, handouts, spreadsheets, monitoring protocols, etc.) for the purpose of communicating information to parents, staff, community partners, etc.; providing written support, developing recommendations and/or conveying information.
- Presents information on a variety of topics (e.g. family (father) education, orientation to program, Early Head Start and Prevention Initiative programs, child abuse, domestic violence, health/wellness, diversity, community/social service resources, parenting education, etc.) for the purpose of providing information to stakeholders (families, teachers, home visitors, community organizations, etc.), training others, implementing actions, etc.
- Recruits and serves a minimum of 12 fathers/father figures that have a child 0-3 years old for the purpose of meeting funding requirements.
- Responds to inquiries from a variety of internal and external sources (e.g. staff, administrators, families, community agencies/organizations, etc.) for the purpose of providing information and/or direction as may be required.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment including pertinent software applications; training and developing staff and planning and managing projects; interpret and implement complex policies and regulations; excellent verbal and written communication skills; communicate complex ideas simply and succinctly, utilizing tact and discretion; outstanding organizational skills, attention to detail, and ability to work under pressure with a high degree of accuracy and limited direction.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: community-based programs and a clear understanding of the community; pertinent codes, policies, laws and regulations; early childhood education principles; adult learning styles; strong computer and technology skills, including Microsoft Word, Excel, Google docs, and an interest in and ability to learn new platforms.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in

a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: maintaining discretion and confidentiality; establishing effective, collaborative working relationships; communicating with diverse groups in a positive, non-threatening manner; creating a positive image within the community; adapting to changing priorities; working with frequent interruptions; working independently and maintain professional boundaries; working in a fast paced environment; adaptability when managing multiple shifting priorities; ease at managing competing demands and determining priorities independently; handle highly stressful and sensitive situations in a professional manner; friendly and reliable.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

- Bachelors degree
- Two to three years of teaching, education, community organizing, and/or social service experience
- Five years experience working in a birth to five environment is preferred
- Bilingual English/Spanish highly preferred
- Background working with or knowledge of networks of agencies and organizations that address students' and families' social-emotional, economic, and health needs is preferred.

Required Testing:

TB Test
Tdap and MMR

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-Placement Medical Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade