



Babies Step Forward Project Family Engagement /Provider Support Specialist

Job Description: Establishes and maintains partnerships with parents and families to promote accomplishment of family goals and plans in Babies Step Forward Project. Provides support to family child care providers in maintaining detailed records for each child. Provides support for individuals and families as appropriate. Works with team and/or individually to organize, promote and implement services and programs.

Main Responsibilities

- Recruit, interview, and assist parents/guardians interested in enrollment.
- Assist parents/guardians with completion of all application forms.
- Review intake applications, priorities, and waiting list with provider/owner and/or other appropriate staff.
- Obtain appropriate information from parents/guardians including, but not limited to family history, current family status, and child's history, according to standard intake information forms.
- Obtain appropriate signature on releases, emergency forms, pickup forms, etc. according to standard required forms.
- Establish partnerships with families by identifying family strengths, supports and goals, and developing a plan for achieving families' goals
- Share information regarding families with provider/owner, nurse, teachers, and other staff, as needed.
- Provide updated enrollment records as required.
- Provide services to families' goals, strengths, resources, challenges and plan, including, but not limited to:
 - Crisis intervention
 - Referrals
 - Community information
 - Contacts with community agencies
 - Empowerment and support of families
 - Parenting workshops, on-going training and education, and/or support groups at the Center
 - Assistance with child care financial assistance, where appropriate
- Establish and maintain on-going contact with parents of children enrolled in the program
- Determine parents' interest(s) in workshop topics, volunteer activities and/or programs Collaborate with provider/owner in coordinating activities for parent groups, and in addressing interests and needs of parents and families
- Assist in organizing parent groups to become a force in the community and to effect community change
- Maintain records for each child and family with appropriate and timely documentation of contacts and updates of information.



- Maintain required current enrollment information.
- Prepare required reports.
- Attend FCP/Social Services meetings as required.
- Maintain current information on all legislation and/or community organizations that affect families and assist families in understanding this information.
- Establish and maintain contacts and partnerships with local agencies for the benefit of parents, families, and children
- Maintain confidentiality of information relevant to parents, families, children, and staff of the program and all materials handled in the performance of duties and responsibilities.
- Visit family child care programs on an ongoing basis to assist providers with updating children's files.
- Assist family child care providers with maintaining detailed records on the computer, with Teaching Strategies Gold.

Job Requirements

- High School Diploma and CDA or AA/AS required, BA/BS preferred)
- Two to three years experience in community social work, with community groups and families preferred. For high school graduate, five years prior experience preferred.
- Experience with collecting and maintaining data and computer skills
- Experience in early childhood program preferred
- A car and valid driver's license with a minimum \$100,000/\$300,000 car insurance are required

Reports to: Babies Step Forward Quality Specialist/Family Provider Network Coordinator

Classification: Non-Exempt, full-time

Salary Grade:

Disclaimer Clause: Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.

Amended 5-25-17