



**Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.**

<b>Job Title</b>	Family Partner	<b>FLSA Status DOL Status</b>	Non-Exempt Full-Time
<b>Program/Department</b>	Early Childhood Services	<b>Supervisor Responsibilities</b>	No
<b>Reports To</b>	Family Engagement Supervisor	<b>CEO Approval Date</b>	8/2021
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
<b>Must pass required background check, and meet TB and Physical requirements</b>			

**POSITION OVERVIEW**

The Family Partner will utilize appropriate systems and tools to assess, plan and deliver appropriate activities designed to identify and support family/child strengths and challenges, develop and meet family goals, and to support the learning and growth of all children and families. These services may be delivered in a center-based setting or in a family childcare home setting, or virtually as required due to community health and safety issues.

All Sunbeam employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and perform in accordance with Sunbeam's standards of excellence at all times.

**ESSENTIAL FUNCTIONS**

- Accurately input and manage all required data and information into the ChildPlus software system, meeting all deadlines and expectations for completion.
- Support home visits in conjunction with education staff for center-based families and conduct wellness checks for any social service need to facilitate the delivery of all Office of Head Start service areas.
- Obtain appropriate and complete records of children and families. Ensure regular, ongoing, and documented communication with families.
- Monitor and document children's attendance. Contact families and create attendance plans as required with families.
- Support the compliance of health requirements by obtaining health documents from families as needed and with ongoing communication with families in regards to health requirements, through coordination with the Health Advocate.
- Actively participate in parent or group meetings, community collaborations and affiliations in order to advocate for Early Head Start/Head Start children and families.
- Plan, coordinate, and facilitate parent engagement activities, parent meetings and parent educational opportunities for families according to the family's needs assessment, family surveys, and community needs.

- Demonstrate capacity for providing developmentally appropriate and evidence-based parent curriculum, promote and enhance the parent-child relationship, and to develop families as life-long learners and advocates for their children.
- Perform recordkeeping, electronically and in hard copy, including written documentation, scheduled reports, and mandated reporting, in a timely, accurate, and confidential manner.
- Support the recruitment and enrollment of families in Early Childhood Services.
- Promote culturally sensitive practice.
- Promote, encourage and display examples of leadership for clients, co-workers, and community.
- Travel locally as required in the performance of responsibilities.
- Exemplify the values expected within the program, and promote the mission of the organization.
- Perform other appropriate and related responsibilities as assigned by supervisor, Chief Program Officer, or Chief Executive Officer.

### JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree in social work, education or a related field	
Certification		Family Development Credential (FDC)
Experience	Experience in social services or related field	Two (2) years of experience in related field
Skills Knowledge Abilities	<p>Knowledge and understanding of Head Start/Early Head Start Performance Standards, plus state and local childcare license requirements</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Intermediate knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology / software programs as needed</p> <p>Good organizational and time management skills</p> <p>Must work independently and collaboratively in a team environment</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members</p> <p>Process, protect and exercise discretion in handling confidential information and materials</p> <p>Must be able to detect, discern, distinguish,</p>	<p>Knowledge and understanding of Child Plus</p> <p>Knowledge and understanding of NAEYC</p> <p>Advanced Microsoft application knowledge and skills</p> <p>Bilingual Spanish/English speaking</p>

	<p>observe, inspect and compare</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload</p> <p>Willingness to work with high-risk, low-income communities</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties</p>	
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## **WORKING CONDITIONS**

### Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 20 pounds.

### Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

### Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**

## **SIGNATURE**

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: