



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	ECS Family Engagement Supervisor (FES)	FLSA Status	Exempt
Program/Department	Early Childhood Services	Supervisor Responsibilities	Yes
Reports To	ECS Family Engagement Coordinator	CEO Approval Date	1/2020
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			
POSITION OVERVIEW			
<p>The ECS Family Engagement Supervisor is primarily responsible for overseeing the delivery of high quality, comprehensive supportive services to children and families. This person must have the ability to provide effective leadership to navigate information and resources specific to the needs of the families served in our program. The ECS FE Supervisor directly supervises ECS Family Advocates in Center-based settings.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p>			
ESSENTIAL DUTIES			
<p>The ECS Family Engagement Supervisor must establish effective working relationships with ECS clients by:</p> <ul style="list-style-type: none"> • Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization. • Planning, developing and administering the ECS Family Services program area, ensuring an integrated and comprehensive system of services for children and families. • Providing training and guidance to staff, parents and community members on a variety of pertinent topics in the area of family engagement and community partnership. 			

- Ensuring on-going monitoring, tracking, follow-up and analysis of family engagement and community services, including attendance and PFCE outcomes.
- Overseeing implementation of the PFCE framework to ensure systematic processes and procedures.
- Ensuring coordination of communication with staff, parents, program consultants and community to enhance services to children and families.
- Supervising and overseeing work tasks, duties, and activities within the Family Engagement service area to ensure the full delivery of integrated service.
- Responsible for all aspects of managing staff including interviewing, selecting, and training employees, directing the work, and evaluating employee performance and compensation.

OTHER DUTIES

- Perform any other duties as needed in keeping with our mission, vision and values.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree in Social Work or related field of service.	Master's degree
Experience	Effective experience as a leader and working directly with at-risk families.	Working knowledge of community partners and resources
Skills and knowledge	<p>Understanding Head Start Program Performance Standards and state and local child care licensing requirements.</p> <p>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed.</p> <p>Good organizational and time management skills.</p>	Previous knowledge and understanding of Child Plus
Abilities	<p>Must work independently and collaboratively in a team environment.</p> <p>Exercise independent judgment.</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>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p>	Bilingual Spanish/English speaking

<p>Willingness to work with high-risk, low-income communities.</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.</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. Must be able to detect, discern, distinguish, observe, inspect and compare. Occasionally must be able to move needed materials weighing up to 25 pounds.

Work Environment

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

Vaccination:

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

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: