



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	Understanding Head Start Program Performance Standards and state and local child care licensing requirements. 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. Good organizational and time management skills.	Previous knowledge and understanding of Child Plus
Abilities	Must work independently and collaboratively in a team environment. Exercise independent judgment. Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members. Process, protect and exercise discretion in handling confidential information and materials. Sustained concentration to detail and accuracy, along with the ability to prioritize workload. Willingness to work with high-risk, low-income communities.	Bilingual Spanish/English speaking

	Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.
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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. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

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 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 with disabilities to perform the essential functions.

SUNBEAM'S CORE VALUES

Champion Spirit

We work like a champion every day: paying attention to details and performing with excellence

Servant Heart

We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done

Sunny Attitude

We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses 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 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.