

JOB Announcement

Though the Looking Glass is looking for an ERSEA/Family Community Services Manager for its new Early Head Start Program in Alameda County. TLG is a Berkeley based and internationally recognized program serving children and families with disabilities. This is an opportunity to help develop and implement what is expected to be a model program for serving parents, children and families with disabilities in Early Head Start.

Title: Eligibility, Recruitment, Selection, Enrollment, and Attendance / Family Community Services (ERSEA/ FCS) Manager
Program: TLG Early Head Start Program
Reports To: Executive Director / Head Start Director
Supervises: Family Advocate

WORK SCHEDULE: Full time, occasional evening or weekend meetings, out of area conferences and training. Travel, including possible overnight stays, as required.

SUMMARY: Under the general direction and supervision of the Executive/ Head Start Director, oversees TLG's Family and Community Partnerships and ERSEA activities; Ensures full enrollment of eligible low-income children and families in the TLG Early Head Start Program; Ensures provision of parent involvement, family partnership and community partnership services; and follows all Head Start Program Performance Standards, agency policies, procedures and other applicable Federal and State regulations to successfully accomplish the TLG Early Head Start Program goals and objectives.

EDUCATION AND EXPERIENCE: BA/ BS or advanced degree in Social Welfare, Human Development, Early Childhood Education, or related field; Experience in field(s) related to social, human or family services; Training, experience and skills in assisting the parents of young children in advocating and decision-making for their families; Knowledge of and experience with local community resources and how to access them. Previous experience in programs serving children and families with disabilities and/or personal/ family disability experience strongly preferred.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish and implement a philosophic framework for strong and inclusive parent involvement in all program areas.
- In conjunction with TLG Executive Director / Early Head Start Director and TLG management staff, analyze community assessment information and make recommendations to assist in determining program design options, recruitment efforts, enrollment guidelines and program goals and objectives.
- Ensure up-to-date, accurate, and timely documentation, tracking, record keeping and reporting of ERSEA, family and community partnerships data.
- In conjunction with the TLG Executive Director/ Early Head Start Director, assist in establishing the TLG Policy Council through an annual election process.

- Ensure the formation and implementation of regular Center Committee and Home Based meetings.
- Ensure the delivery of quality crisis intervention and appropriate social service referrals for children and families.
- Ensure the implementation of individualized family partnership agreements that describe family goals, responsibilities, timetables, strategies for achieving goals and progress in achieving them for each Early Head Start family.
- Establish and maintain positive relationships with other human service agencies and organizations in the community to meet the needs of Early Head Start families.
- Ensure referral of families to resources within the program and the community as necessary.
- Oversee, coordinate and implement the recruitment and application process.
- Participate in the development of the recruitment plan and selection priorities based on changing community needs.
- Develop recruitment strategies and materials that are culturally and linguistically appropriate to the populations to be served.
- Ensure all families meet Early Head Start eligibility criteria for income, age and program priority areas.
- Monitor and manage enrollment slots to ensure at least 10% are reserved for children with disabilities in Part C and no more than 10% are over-income.
- Ensure the program meets all timeframes for full enrollment and full enrollment is maintained throughout the year.
- Ensure analysis of average daily attendance below 85% and work with Family Advocate to provide follow-up and support for families.
- Responsible for the on-going monitoring and follow-up to correct identified areas of non-compliance and concern for ERSEA, family and community services activities.
- Maintains confidentiality with respect to information and records concerning children, families and staff.
- Other duties as assigned.

Language Skills: Bilingual, bi-literate preferred English/Spanish, and/or other language ability based on program needs; Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions from groups of parents, employees of the organization, and the general public.

COMPUTER SKILLS: Ability to understand and use a variety of computer applications and appropriate software which includes spreadsheets and word processing, workplace electronic technology, including Internet access, networking, and e-mail and the ability to learn to use child tracking software.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid California driver license; current personal vehicle insurance; May be required to use personal vehicle in successful completion of job duties and responsibilities. State regulations require a physical examination, current tuberculosis test, and verified fingerprint and criminal record clearance before beginning work.

Through the Looking Glass is an Equal Opportunity Employer.

Visit our website for more information about TLG: www.lookingglass.org

To apply please fax or email resumes to TLG

Contact: Megan Kirshbaum, Ph.D.

Re: ECE Director Position

Through the Looking Glass

Fax: (510) 848-4445

Email: hr@lookingglass.org

CELEBRATING 28 YEARS OF SERVICE TO THE DISABILITY COMMUNITY

*Through the Looking Glass (TLG) is a disability and Deaf community-based nonprofit organization in Berkeley, California. TLG has pioneered clinical and supportive services, as well as national training and research serving families in which one or more members – whether parent or child - has a disability or medical issue. Since founding in 1982 TLG has provided infant mental health or infant/parent /family therapy and relationship-based developmental services. TLG's mission is: *To create, demonstrate and encourage non-pathological and empowering resources and model early intervention services for families with disability issues in parent or child which integrate expertise derived from personal disability experience and disability culture.* TLG's staff includes culturally and linguistically diverse psychologists, marriage and family therapists, social workers, developmental specialists, occupational therapists, a family law attorney, a nurse, and a childbirth educator.*