



JOB POSTING

POSTING DATES: October 29, 2009 thru November 5, 2009

DIVISION: **VISTAS NUEVAS HEAD START**

POSITION TITLE: **Assistant Parent Involvement Specialist**

DIRECTLY RESPONSIBLE TO: Parent Involvement Specialist

GENERAL STATEMENT OF DUTIES:

To work with the Parent Involvement Specialist in order to recruit parents and volunteers participation in the program. Coordinate parent activities, provide needed training and organize resources and services for parents and families.

QUALIFICATIONS:

BA/BS degree in Social Science or related field from a university or college of recognized standing. Courses in community organization, child development, program planning and implementation, training, parenting, family counseling and management preferred.
Able to work independently
Show initiative, resourcefulness and creativity.

Must pass requirements for licensing including criminal clearance, FIA clearance and drug screen.

NOTE: Equivalent combinations of education and experience that could provide the required knowledge, skills and abilities, will be evaluated on an individual basis.

CONTINUOUS QUALITY IMPROVEMENT AND ETHICAL CONDUCT:

All personnel of Matrix must adhere to the NASW Code of Ethics and Incorporate Continuous Quality Improvement efforts into their everyday performance.

RELATED KNOWLEDGE, SKILLS AND ABILITIES:

Must have transportation, insurance and a valid driver's license in order to attend trainings, meetings and other events.
Good oral and written communication skills.
Must be able to read, write and communicate in Standard English.
Ability to write clear and accurate reports.
Good organizational and time management skills.
Must be resourceful, patient and sensitive to the needs of families.

Must be culturally sensitive to work in a diverse community.
Must be physically and mentally capable of performing the duties of the classification.
Maintain confidentiality of all discussions and records.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Vigorously recruiting volunteers through churches, newspapers, pamphlets, community organizations, etc.

Screening volunteers to ascertain their interest and talents and seeing that they are used appropriately; orienting and training new volunteers.

Assist the Parent Involvement Specialist with the bookkeeping that is related to the Volunteer and Parent Involvement Content Area.

Planning and conducting training sessions for parents and volunteers in various areas including, but not limited to Child Development and the overall operation, philosophy, policies and purpose of the Head Start Program.

Training center staff on how to work with volunteers and implement training program for center staff.

Seeking, obtaining and acknowledging material, service and in-kind donations.

Assist with the preparation of the in-kind report.

Visiting centers to discuss with staff the progress of new volunteers, problems with volunteers and the need for more volunteers.

Developing a planned program of experiences and activities which support and enhance the parents' role as the principal influence in their child's education and development

Encouraging parent involvement in the classroom and other activities.

Providing information on Head Start parents' rights and responsibilities, i.e., Program Governance.

Assisting in arranging elections, meetings, and conferences for participating parents.

Advising the Policy Committee on program operations and providing technical assistance as needed.

Planning and organizing social and education activities for parents and volunteers.

Assist Parent Involvement Specialist with reimbursement arrangements for parents attending meetings, workshops and training sessions.

Preparing reports on goals, accomplishments and activities.

Assisting parents and volunteers with obtaining social service, educational and community assistance as necessary.

Implementing procedure and system for the Parent Education Programs.

Recruit parents to participate on advisory committees and training functions.

Maintain a variety of program records.

Work in cooperation with other component specialists to ensure maximum programs effectiveness, and in compliance with all applicable guidelines. (State Supervisor)

Monitor center committee meetings.

Serve as a member of a community board/attend meetings as a representative of the program.

Must work to recruit children for the program and assist to maintain enrollment.

Must participate in all program sponsored activities including community events.

Must be involved in ongoing professional development.

Perform other related duties as requested.

Equal Opportunity Employer

Please send resume to:

Matrix Human Services, Human Resources Department

120 Parsons Street, Detroit, MI 48201

(313) 831-1000 (313) 831-9139 (FAX)

Email: dnewing@matrixhs.org

MATRIX
JOB DESCRIPTION
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