

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

<b>TITLE:</b> Family Services/Transportation Manager	<b>SUPERVISOR:</b> Child Services Director
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> Family Advocates , Bus Drivers
<b>EMPLOYMENT HOURS:</b> 40 hours per week	<b>WEEKS PER YEAR:</b> 52
<b>Grade:</b> 16	<b>Starting Wage:</b> \$13.79
<b>POSITION SUMMARY:</b> Organization, management and administration of Head Start/Early Head Start family engagement, ERSEA and transportation services. Ensure compliance with Head Start Program Performance Standards, (HSPPS) Head Start Act, transportation regulations, Parent, Family, Community Engagement Framework (PFCE) and local policies.	

**MAJOR RESPONSIBILITIES:**

1. Program Planning.
  - a. Apply professional judgment to assist in developing Policies and Procedures and program long term goals in conjunction with the Family Services Parent Committee, Policy Council, parents, community partners and NMCDC staff.
  - b. Participate in gathering and analysis of available data from all involved agencies to enhance the community assessment.
  - c. Apply professional judgment to assist in developing the program budget including supplies and equipment needed for the Family Services and Transportation focus areas.
  - d. Apply professional judgment to assist in developing training for family services and transportation staff to ensure compliance with HSPPS, Head Start act, transportation regulation and PFCE.
2. Eligibility, Recruitment, Selection, Enrollment and Attendance -- ERSEA
  - a. Eligibility-Determine eligibility of applicants using Poverty Guidelines, intake interview, program policies and HSPPS.
  - b. Recruitment-Plan, supervise and participate in recruitment of potential applicants for participation in the NMCDC program. Verify, document and track eligibility of applicants.
  - c. Selection -Plan, supervise, and participate in enrollment process of potential applicants for participation in the NMCDC program.
  - d. Enrollment -Track enrollment, maintain waitlist and consult with Education Manager and Policy Council Chair to review applications and make selections based on approved criteria.
  - e. Attendance - Track attendance and record in the Head Start Enterprise System monthly. Investigate and report when attendance falls below 85%.
3. Program Information Report(PIR) –
  - a. Monitor the PIR report-consult with Focus Area Mangers and Child Services Director to ensure accuracy.
  - b. Complete and file PIR report annually according to time frame established by the Office of Head Start.
4. Parent Family Community Engagement(PFCE)
  - a. Plan, supervise and participate in comprehensive family assessment to determine the families' strengths, weaknesses, and needs. Monitoring services assuring needed services are being provided to families and documented. Assist in modification of the plan if necessary
  - b. Develop, implement, monitor, and revise as needed PFCE goals according to HSPPS.
  - c. Liaison to Policy Council and the Parent Committee
  - d. Responsible for elections of classroom delegate and alternate representation on Policy Council.
  - e. Facilitate direct involvement of parents in program planning, implementation, and evaluation, including decision-making responsibilities and active participation in all service areas.
  - f. Advocate for NMCDC families.
  - g. Plan, supervise and assist in development of a library of available community resources and facilitate development of new community resources.
  - h. Plan, supervise and assist in orientation and parent volunteer training.

5. Transportation
  - a. Ensure compliance with all transportation laws, HSPPS and local policies.
  - b. Responsible for the safety of children on the bus runs.
  - c. Substitute for bus drivers.
  - d. Meet all bus emergencies as they arise

**ADDITIONAL RESPONSIBILITIES:**

1. Maintain computerized client files, including documentation of contacts, services, and referrals of all clients.
2. Occasional contact with community services providers to communicate inter-agency agreements.
3. Must be able to pay high attention to detail on an occasional basis to complete program reports and Office of Head Start reports.
4. Transport clients and travel in service area for NMCDC recruitment contacts, client contacts, and monitoring of the family plan.
5. Assist in planning and implementing workshops for clients
6. Identify, report, and provide supportive services in child abuse cases, working in conjunction with Family Advocates, Health Manager and Education Managers.
7. Conduct personnel job performance evaluations as required
8. Other job duties as requested by supervisor.

**MINIMUM QUALIFICATIONS:**

1. Four-year degree in social services, family services or Early Childhood Education.
2. Must possess or obtain a Family Development Credential within one year of hire.
3. Possess a valid CLASS C CDL with S ENDORSEMENT license with excellent driving record. (I.e.no tickets or accidents in the past two years.
4. Must become proficient in CDS and Child Plus within one year of employment.

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Regular interaction to communicate with clients requiring considerable tact, and the ability to engender trust with the service providers and community resources necessary to implement a case plan.
2. Requires ability to work respectfully and cooperatively with people of all income levels and diversified backgrounds, including clients and other people in need of Agency services, State officials, business people and community leaders
3. Good organizational skills
4. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
5. Willingness to use own vehicle as needed in the performance of job duties.
6. Must have excellent verbal and written communication skills.
7. Ability to work independently and with minimal supervision.
8. Ability to communicate effectively with diverse cultural and socio-economic groups.
9. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
10. Must be able to maintain confidentiality concerning staff and clients.
11. Must be able to work positively with children ages 0-5.
12. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
13. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation:
  - a. Documentation of immunizations and baseline TB test or ability to obtain within 30 days.
  - b. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity.

- c. Satisfactory criminal background check and Child Protective Services background check.
- 14. Must have good computer skills and be willing to learn job related computer programs.

**WORKING/ENVIRONMENTAL CONDITIONS:**

- 1. Requires significant physical effort to lift and carry between 5 and 60 pounds on an intermittent basis.
- 2. Must be able to sit at a desk for long periods of time and use a computer.
- 3. Able to carry out visits in enrolled family's homes that may not be ADA compliant or accessible.
- 4. Must bend, kneel, walk, stand, sit, twist, turn, and climb stairs on a frequent basis.
- 5. Work environment on the bus has occasional exposure to elements such as ice, snow, rain, and hot or cold weather.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_