

Pearl River Valley Opportunity, Inc.

Head Start/Early Head Start

JOB DESCRIPTION

Family Engagement Worker

GENERAL DUTIES

Under the directions of the Family/Community Engagement Coordinator and Center Director, Family Engagement Workers will provide services through case management for preschool/Early Head Start enrollees and their families. This will be achieved by assisting families in the development and implementation of individualized Family Partnership Agreements that describe family goals, responsibilities, timetables and strategies for achieving the goals and progress. Actively participates in the recruitment/enrollment process, prepare reports with the completion of health services and follow-up for the enrollee and document all activities or engagement. The position is located in the center and is scheduled to work ten (10) months per year.

SPECIFIC DUTIES

- Assist in the implementation of the delivery of social services.
- Implement and monitor Family Partnership Agreements and PFCE Assessments (Pre, Mid, Post).
- Assist families with the completion of health services and follow-up of enrollees.
- Maintain a comprehensive and confidential record keeping system for children and families with the ability to write case notes, progress notes, document follow-up and provide direct social services through case management.
- Complete follow-ups and corrective actions within the timeframe allotted for maintaining comprehensive files including computer entry.
- Recruit children to identify eligible enrollees and meets assigned recruitment targets.
- Assist with supporting parent committee activities and in planning and implementation of activities with Family Advocates.
- Assist in monitoring enrollee's attendance.
- Collect survey information from families and communities as requested.
- Compile, prepare and submit reports as required.
- Serve as a resource and/or trainer for families, staff, and community.
- Recruit volunteers and in-kind contributions.
- Ability to monitor records, reports, follow-up and delivery of services ongoing.
- Other duties as assigned by F/CE Coordinator and Center Director

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the philosophy, mission, vision and school readiness/parent family community engagement goals of the Head Start Program.
- Knowledge of health and health related problems and crisis intervention skills.
- Knowledge of the community and its resources.
- Ability to schedule and follow-up activities including health appointments effectively in accordance with Head Start Performance Standards and other guidelines.
- Ability to gather, organize and present information in a clear, logical and appropriate manner.

- Ability to maintain confidentiality of families, accurate records, prepares reports and input data in computer system.
- Ability to relate positively and work constructively with staff, parents, volunteers, Head Start/Early Head Start enrollees and other agencies.
- Skills in rendering effective outreach, referral and follow-up services including supporting families in goal setting, health and mental health needs for children and their families.
- Skills in supporting/engaging families to become advocates and decision-makers for their families.
- Knowledge of basic computer skills with the ability to learn agency reporting system.

PROFESSIONAL SKILLS

- Consistent work attendance.
- Ability to represent PRVO Head Start in ways that portrays a professional image.
- Working knowledge of PRVO's Head Start philosophy as it relates to children and families.
- Maintain the highest standards of confidentiality.
- Follows work procedures, policies and plans.

SPECIAL REQUIREMENT

Must be able to travel and have access to an automobile with adequate insurance coverage. Must meet minimum health requirements.

QUALIFICATION

Education: Bachelor Degree in Social Work or related degree

Experience: Two (2) years case management experience working with children and families in a child care program or other comparable/social agencies.

Reviewed January 2026