

seamless transitions to preschool programs in their neighborhood, or other preschool programs as appropriate.

Provides referrals to Early Start and/or Special Education departments/programs as appropriate, and follows up on care received; collaborates with Early Start to ensure transition meetings take place for children with an Individual Family Service Plan (IFSP); provides guidance and information to parents to

Facilitates and promotes collaborative communication between parents, center staff, family child care providers and EHS by coordinating comprehensive services required for enrolled children, including children with disabilities.

Conducts monitoring visits to center-based partners and EHS-CCP providers, which include both announced and unannounced visits; assists EHS-CCP Regional Supervisor with preparation and approval prior to implementing improvement plans; carries out plan in a collaborative manner.

Completes family assessments and partnership plans with enrolled families to maintain ongoing support and communication; conducts home visits in accordance with HSPPS; provides support, resources, and linkages to help families meet their goals and achieve self-meeting their goals through monthly contacts or more frequently as needed.

Refers parents needing community resources, services, or assistance to appropriate resources; assists families complete any referrals for further assessments or services that may be needed for the child in the areas of health, development, or social-emotional needs, and follows up to ensure the parents obtain the needed information.

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program family engagement goals and objectives, in partnership with staff, partners, and providers.

Collects and enters relevant family/child information into electronic system; maintains soft and hard copies in an organized record-keeping system; manages and maintains confidential files of EHS-CCP providers, children, and families; documents all contacts with partners, providers and families; ensures records are current and accurate.

Schedules and participates in evening and weekend parent contacts, meetings and workshops to accommodate parent work schedules.

Assists in community outreach events and attends community meetings as assigned, including marketing the program within the community; participates and assists in all scheduled staff, provider and parent meetings, workshops and trainings.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work.

Prepares weekly and monthly activity reports as directed by the supervisor.

OTHER DUTIES:

Performs related duties as assigned.

ENVIRONMENT:

Duties are performed in an office environment, outdoors in the community, and in the homes of families served and family child care providers.

Evenings and weekends.

Must be able to drive personal vehicle to conduct home visits, group sessions, and attend meetings with parents, staff and providers.

PHYSICAL DEMANDS:

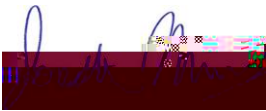
Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019