

Upper Des Moines Opportunity, Inc.

POSITION: Head Start Community Liaison
REPORTS TO: Early Childhood Programs Coordinator
SALARY: As per agency salary schedule **FLSA:** Non-Exempt

KNOWLEDGE, SKILLS AND ABILITIES:

1. High school graduate or equivalent, with previous preschool experience.
2. Successful completion and renewal certification in mandatory licensing requirements.
3. Excellent written and verbal communication skills.
4. Knowledge of HS Performance Standards, State Licensing rules and NAEYC Accreditation Policies.
5. Assist in the classroom in the absence of trained staff.
6. Mandatory child abuse / sexual abuse / neglect reporter.
7. Limited chauffeur's license acceptable driving record to transport children in isolated instances.
8. Ability to perform medium to heavy physical work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting and grasping, along with occasional repetitive motion such as computer functions.
9. Initial physical and one every 2 years thereafter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The necessary responsibilities for this position are outlined within the following competencies:

- A. Applying Knowledge:
 1. Serve as liaison between HS Program and non-English speaking community.
 2. Under direction of assigned staff, provides screening and assessment, and engages family members in developing and reaching goals.
 3. Maintain frequent contact with families and health care professionals, including informal contacts, to develop and sustain relationships.
 4. Recognize and respect the various cultures and languages represented in program.
 5. Attend program and family and child activities to facilitate and provide language interpretation.
 6. Mentor, coach, and monitor program employed translators and interpreters.
 7. Represent the HS/EHS program at local, state and regional program related activities.

- B. Documentation and Planning /Accessing Community Resources:
 - 1. Advocate for services through collaboration of resources.
 - 2. Uses community resources to assist with recruitment of children.
 - 3. Review and document family achievements and progress, as well as assessment of documentation of family interactions to maintain well-organized, accurate, and timely family and child records.
 - 4. Apply knowledge of entitlement and benefit policies and program to support families' goals and self-sufficiency.
 - 5. Equip families with current and accurate information concerning local resources and services to support family goals.
 - 6. Provide guidance and facilitation for the Head Start Diversity Committee.

- C. Communication and Professionalism:
 - 1. Engage in direct and respectful communication with members of the classroom team, others in the program, families and those in community.
 - 2. Provide language interpretation for program policies, forms, phone calls and other forms of communication.
 - 3. Use feedback and self-reflection to assess own practice and to further professional growth.
 - 4. Demonstrate respect for families in conversation with others in the program or with outside service providers by sharing information objectively.
 - 5. Adhere to Head Start Standards of Conduct and all confidentiality requirements;
 - 6. Support a classroom that fosters a climate in collaboration and inclusion.

OTHER DUTIES AND RESPONSIBILITIES:

- 1. Familiarity with computer knowledge and skills in computer operations, completing required reports, in-kind, etc. as necessary;
- 2. Attend meetings and trainings as required.
- 3. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and other duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duty as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Hiring is subject to Policy Council approval and grant funding.

Approved by Policy Council and the Multi-County Board 1-20-2016

Signature Date

Signature Date