

## CAREER OPPORTUNITY

**Title:** Family Engagement Specialist

**FLSA:** Exempt; Full-time

**Location:** Breakthrough-FamilyPlex 3219 W. Carroll Ave. Chicago, IL 60624

### We are Breakthrough

Educators have identified early childhood education as one of the most critical necessities for preparing urban youth for academic success. Breakthrough Beginners, an early childhood education program, equips young children with a strong academic foundation for kindergarten and fosters social and emotional development in youngsters.

### Position Summary:

The Family Engagement Specialist performs various tasks including but not limited to:

- Recruit and enroll eligible families in the Head Start and Preschool for All programs.
- Meet with families twice per month, facilitating parent-child activities.
- Gather information from families about how the program can best care for their children, including any special needs.
- Assist families in obtaining required medical services for their children, and maintaining medical documentation.
- Assess family goals and needs and develop a plan with the family to work toward their goals.
- Network and partner with community organizations to locate resources to benefit the families served.
- Promote literacy by increasing families' access to materials and encouraging involvement in classroom activities.
- Facilitate monthly parent groups that include parent-child activities.
- Provide casework services and referral resources.
- Work with the Project Manager and other staff to coordinate services relating to child and family well-being, including Disabilities, Health, Mental Health, Nutrition and Family Partnerships.
- Deliver healthy, educational, nutritional and child growth and development information to parents via meetings in the client's home.
- Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of children.
- Participation in weekly individual supervisions and regularly scheduled team meetings.
- Collaborates with each family to set goals, completes all developmental, social emotional and health screening.
- Ensure completion and submittal of paperwork in a timely fashion.
- Complete Family Assessments and make appropriate referrals to assist parents in the development and implementation of their identified goals.

- Assist families with procuring required dental and medical records for children enrolled in the program; analyze medical records to determine special needs and requirements for each child.
- Ensure all grant-funding, licensing, and accreditation regulations, including Head Start Performance Standards, are met with regard to providing casework services and referral resources.
- Identify social and emotional needs of families through direct contact, teacher reports, and child observations and provide support through referrals.
- Establish and maintain a relationship with contracted Mental Health Consultant to coordinate referrals and observations in a timely manner.
- Respond to and work with external partners, including representatives from CDFSS (Chicago Department of Family Support Services), CPS (Chicago Public Schools), and NAEYC (National Association for Education of Young Children), and other licensing representatives as needed.
- Facilitate parent committee meetings and provide translation for Spanish/Polish speaking parents.
- Create and update a Community Resource Directory and serve as the resource person for families to facilitate access to social services within the community.
- Assist with maintaining and managing all children's files and enters data into web-based tracking system.

**Educational/Experience Requirements:**

Bachelor's degree in Social Work, Social Services, Family Services, Family Studies, Human Services, Counseling or related field required. Master's degree preferred; Illinois Gateways Family Specialist credential (Level 4 or higher) required within 18 months of hire; minimum one year of experience working with young children (0-5 years of age) and their families; experience using COPA, Child Plus, or PROMIS software preferred; working knowledge of Early Head Start performance standards preferred. Bilingual (English/Spanish) written and verbal communication skills preferred

**Compensation/Benefits:**

We offer competitive wages and a comprehensive benefit package including: sick paid time off, 401(k), free fitness center membership, employee discounts and more.

**To Apply:**

Send/email/fax cover letter and resume to:

Breakthrough Urban Ministries Attn: Human Resources

402 N. St. Louis Avenue

Chicago, IL 60624

E: [lgwin@breakthrough.org](mailto:lgwin@breakthrough.org)

Fax: (773) 722-1434



Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity.

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.