Family & Community Engagement Coordinator

CHICAGO COMMONS HISTORY:
Founded in 1894, Chicago Commons was one of Chicago’s original settlement houses serving immigrants on Chicago’s northwest side. Today, Chicago Commons is a nonprofit organization whose mission is to partner with individuals, families, and communities to overcome poverty, discrimination and isolation. To fulfill that mission, Chicago Commons provides high-quality early childhood education, family-centered adult education, and senior services to more than 3,000 individuals annually.

Chicago Commons’ Early Childhood Education Programs are Reggio inspired programs that utilize a problem-solving approach to learning, providing unique engaging environments, including extensive art studios and outdoor play through nature-based playgrounds. The Early Childhood Programs serve as the backbone of many at-risk Chicago communities, including West Humboldt Park, Pilsen, Bronzeville, and New City/Back of the Yards. These neighborhoods are impacted by high rates of poverty and limited educational and economic resources. Chicago Commons seeks to help families obtain the skills, resources and education needed to break the cycle of poverty.

OVERVIEW:
The person in this position will be responsible for overseeing the development, implementation, and operations of Chicago Commons’ Family and Community Engagement program. They will supervise the Family Worker Supervisors at each center, collaborating with the Site Director to ensure both excellence and compliance from the Family Worker staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:

- Provide strategic direction to the implementation of family engagement services in the centers
- Collaborates with the Site Director to develop strong family recruitment plans for Chicago Commons
- Monitor ongoing recruitment of families to the centers
- Supervise and evaluate the Family Worker Supervisors at each center
- Provide oversight of Family Workers role in the enrollment process
- Provide one-on-one new employee orientation with all new Family Workers
- Lead and assist in the coordination and implementation of family activities at the center
• Assists with Family Worker coverage at centers when needed
• Support Family Workers to successfully establish active waiting list
• Collaborate with the Family Hub to meet program goals
• Collaborate with the Family Worker Supervisors in developing Community Partnerships
• Represent Chicago Commons at community meetings
• Collaborate with the ERSEA-Social Service Coach to ensure Family Worker activities follow all funder requirements
• Monitor COPA entries for accuracy and timely completion
• Provide case management reviews, developing intervention plans for families
• Continually assess family needs and develop plans for interventions, as needed
• Develop relationships with community resources to enhance parent referrals
• Conducts family reviews, Lead family worker meetings and support the implementation of individual and group professional development for family worker staff
• Proactively report concerns and areas that are not in compliance to the Senior Director of Programs
• Coordinate parent policy meetings ensuring compliance with the Head Start Program Governance Standards
• Collaborates with the Chicago Commons Development Department to assist with grant writing and implementation
• Open to collaboration and sharing of information across all Chicago Commons Departments
• Other duties as assigned

Chicago Commons reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

QUALIFICATIONS:
The items listed below are representative of the required knowledge, skill, and/or ability.

Education:
• Bachelor’s Degree in social services or related field
• Master’s degree preferred

Required Skills & Characteristics:
• Gateways Family Specialist Credential Level 5
• Must be able to read, write, and speak both Spanish and English proficiently.
• Must possess a valid driver’s license to be able to drive to various locations around Chicago
• Minimum of 3 years of experience as a family worker or social worker
• Minimum of 2 years of supervisory experience
• Experience with developing strategic community partnerships
• Exceptional problem-solving skills
• Excellent time management skills
• A clear understanding of the culturally sensitive needs of the community
• Availability to work some evenings and weekends

Technical Skills:
• Must be able to read, produce and transmit data on a word-processing system
• Must have experience with MS Word, Excel, and PowerPoint

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Candidates must occasionally lift and/or move up to 40 pounds and are frequently required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

Chicago Commons is an equal opportunity employer. We consider all applicants for employment without regard to race, religion, color, age, sex, national origin, citizenship, ancestry, marital or parental status, sexual orientation including gender identity, gender expression, military discharge status, physical or mental disability, or any other status or characteristic protected by law. In addition, Chicago Commons provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws (including during the application or hiring process).