JOB DESCRIPTION

Job Title: New Jersey Family Engagement Specialist
FLSA Status: Exempt
Department: Education and Innovation
Reports to: Dir., Education and Innovation

Job Overview:
The Family Engagement Specialist (FES) will provide family support services through the coordination of parent engagement events, community events and meetings, and collaborative efforts and partnerships with other staff and agencies. This position also will educate and inform families on accessing desired/necessary services and positive child development outcomes using strengthening families’ strategies to support New Jersey’s early care and education system.

This position will provide technical assistance and comprehensive services to aid and enhance the development of child care programs, licensed centers and registered family child care serving infants/toddlers. This includes collecting critical data to support child care program assessment and development of new programs as outlined by DFD.

Supervisory Responsibility: N/A

Essential Duties and Responsibilities:
- Engage families through outreach and consumer education utilizing multiple strategies, such as community events, focus groups and meetings
- Coordinate and facilitate Books, Balls and Block activities to promote authentic family engagement and education
- Coordinate and facilitate parent cafes, focus groups and other activities to inform, educate and solicit feedback and input from families
- Promote and encourage caregivers to learn and assess their child’s development
- Collect data and generate reports
- Recruit and train volunteers to build capacity supporting family engagement events
- Work closely with early childhood systems and key partners, i.e., Central Intake and Early Intervention
- Serve as a resource to CCR&R agency regarding community events and activities
- Promote public awareness of the services through the dissemination of information including distribution of print materials
- Other duties as assigned

Education and Experience Required:
- Bachelor’s degree in social work, early childhood education, psychology or other related field
- Experience delivering parent/family support, early childhood services, and coordinating community and family engagement events
- Strong interpersonal skills and ability to establish and develop trusting relationships
- Experience collecting, organizing, recording and processing information
- Working knowledge of child development and developmentally appropriate practices
- Knowledge of child protective factors
- Knowledge of developmental screening, Ages and Stages Questionnaire (ASQ), a plus

Physical Tasks:
- Able to walk and climb stairs
- Ability to lift up to 25lbs
- Valid driver’s license and insured vehicle required