

Family Engagement Manager

CLASSIFICATION: Exempt

WORK SCHEDULE: Full-time, 40 hours a week, M-F

PAY/SALARY: TBD

LOCATION: Salem

APPLICATION DEADLINE: Open until finalists are selected

Family Building Blocks (FBB) is accepting applications for a full-time Family Support Services Manager. This position is eligible for full benefits.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk County. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "keeping children safe and families together" is the foundation that helps us build strength in our communities, large and small and committed to putting families at the center of our work. Do you enjoy working in a fast-paced environment? What to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly, then take a few minutes to learn more about our organization and this position? Join our team!

Primary Purpose

The Family Engagement Manager is responsible for leading, guiding, and energizing the Family Engagement Team to ensure the highest-quality of customer service and seamless access to program services are provided to children and families. Family Support Services Manager works to coordinate and enhance all our family engagement, parent education, enrollment, and wrap-around support activities; The Family Engagement Manager also is responsible for identifying creative ways to strategically build and strengthen community partnerships to meet program goals. Work is performed in accordance with program standards informed by: Relief Nursery, Early Head Start, and Healthy Families Oregon guidelines; state licensing standards; trauma informed and National Association for the Education of Young Children (NAEYC) best practices; and, attachment research as informed by Zero to Three. This position requires a flexible schedule to meet program needs and participate in program activities that may often include longer workdays, late and/or early mornings. This position requires occasional travel to for training, meetings at other FBB sites, and off-site meetings.

Minimum Qualifications:

- Associate's degree in ECE, Human Services or related field.
- Three or more years of demonstrated supervisory experience in managing early childhood programs or equivalent which includes training, performance evaluations, documentation, conflict resolution and leadership.
- A solid understanding of and experience in managing staff

- Administrative experience in human service or related field including experience in quality assurance/improvement and site development
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Experience working with community partners
- Possess strong organizational, time management, recordkeeping skills.
- Demonstrated ability to effectively motivate, train, and support colleagues and team.
- Ability to work effectively in a team environment and promoting positive, forward thinking, and a strength based culture.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Proficient in using MS Office Suite and ability to learn new programs required for the position.
- Must be creative, flexible, able to juggle multiple priorities, exercise good judgment.
- Possess excellent verbal, written and interpersonal communication skills and be committed to staff development.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

Preferred Qualifications

- Bachelor's human services administration or fields related to working with children and families
- Infant mental health endorsement
- Experience with nonprofit organization
- Bilingual English/Spanish

Additional Requirements, Certificates, Licenses, and Registrations:

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Valid First Aid Card/Pediatric CPR or ability to obtain within 60 days of employment.
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records OR able to enroll within first week of hire.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training) or able to complete within first week of hire.
- Valid Oregon Driver's license, acceptable driving record, and reliable transportation.
- Proof of current auto insurance

IMPORTANT: No offer of employment in this position is final until the favorable completion of a Oregon Child Care Division Central Background registry, review of driving record, TB screening, and drug screening.

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, lflamenco@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.