



## **JOB ANNOUNCEMENT**

**POSITION TITLE: Family Engagement Specialist**

**REPORTS TO: QRIS Program Manager**

**FLSA STATUS: Exempt**

**Date Released: March 29, 2016 (Open until filled)**

### **SUMMARY**

The Family Engagement Specialist is responsible for the development and coordination of the family engagement components of the Quality Rating and Improvement System (QRIS) programs for the Child Care Alliance of Los Angeles (CCALA). The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

Working closely with all R&R member agencies to ensure consistent county-wide implementation, the Family Engagement Specialist will be responsible for developing and implementing a comprehensive family engagement model grounded in the Strengthening Families™ Framework. The family engagement model will focus on building the capacity of participating sites to promote family resilience, social connections, and knowledge of child development through family-centered support approach.

Quality Start Los Angeles, the QRIS system being implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Los Angeles County Office of Child Care (LAC-OCC), Los Angeles Universal Preschool (LAUP), and First 5 LA. Working in partnership, they are continuing to build a system of assessing and improving early care and education quality for LA County. The QRIS coaching program continues building on the Gateways for Early Educators™ professional development system of the Los Angeles child care Resource & Referral (R&R) agencies.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Develop, coordinate and implement the family engagement program for CCALA QRIS based on program requirements, R&R models and the project Scope of Work.
- Develop and implement a training plan for Family Engagement Coaches on program model, strategies, and activities.
- Support the CCALA QRIS family engagement programs, working closely with all collaborative partner R&R agencies to ensure effective, efficient and consistent county-wide implementation.
- Conduct monthly family engagement coach meetings
- Provide individualized resources for families on an as needed basis.
- Maintain project compliance through knowledge of the QRIS contract, Scope of Work.
- Assist the CCALA QRIS Manager, Coaching & Professional Development Manager, and CCALA committee members in the ongoing development and documentation of the QRIS program model.
- Maintain effective communication with Alliance agencies, collaborative partners, and others to ensure effective program implementation and achieve project deliverables.
- Assist the QRIS Program Manager in the preparation of timely, accurate reports to funders and others as needed.

## **QUALIFICATIONS**

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, social work, psychology, public health, or related field.
- Minimum of 3 years of experience of relevant experience.
- Experience developing and implementing family engagement programs with a strength-based approach.
- Working knowledge of the Los Angeles early childhood education delivery system and child care provider population.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Previous experience which demonstrates effective decision-making skills and ability to develop and implement programs.
- Effective time management and organizational skills and the ability determine priorities and to work under deadlines and with great attention to detail.
- Effective problem solving skills.
- Effective written and verbal communication skills.
- Effective computer skills, including experience with Windows, databases, word processing and spreadsheet software.
- Experience and comfort with group facilitation and training others.
- Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
- Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
- Valid CA driver's license and insurance coverage which meets CA standards.

**Salary Range:** Competitive salary and benefits, commensurate with prior experience, education and abilities

**For immediate consideration, send resume, cover letter and salary history to:**

Fiona Stewart, Programs Director

[fiona.stewart@ccala.net](mailto:fiona.stewart@ccala.net)

Child Care Alliance of Los Angeles

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Los Angeles, CA 90041

**Email submissions only. No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.**

The programs referenced in this job announcement are contingent upon grant funding

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

**For more information about the Child Care Alliance of Los Angeles please visit our website at <http://www.ccala.net/>**