



SENIOR FAMILY ENGAGEMENT LIAISON Job Description

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Family Engagement Liaison's primary purpose is to provide support to the parents and school community by providing resources and training fostering collaboration between home and school in the Normandy School District Collaborative. An ideal candidate would be an individual who has prior experience working with parents, preferably in a school setting and providing information on services available to families.

The candidate would be able to build relationships between school, families, and the community. This position is a 10 ½ month position.

Responsibilities include, but are not limited to:

- Supervising and Mentoring a Junior Family Engagement Liaison
- Direct responsibility for meeting the needs of families in his/her assigned school and support for the school where the Junior staff are assigned
- Continue to investigate family needs with an emphasis on basic needs, provide leadership around identifying needs and finding partners /resources to meet them
- Work closely with Teachers, Principals, Support service providers in schools, as well as Parents/Guardians
- Understanding of the wraparound process and phases; utilize strengths based approach
- Organizes and delivers parent education classes and workshops based on identified needs
- Participates as well as facilitate trainings / workshops
- Assists in planning school activities
- Assist parents with issues and referrals/ resources
- Assists students, teachers, and parents to develop solutions to family and community factors that influence students' capacity or ability to learn
- Assist with school attendance efforts
- Conduct home visits when needed

- Recruit parent volunteers
- Communicate identified needs to Director of Education and/or Senior Director of Evaluation & Learning biweekly and plan to match resources with needs
- Attend community meetings
- Conduct parent satisfaction surveys
- Manage data requirements and case management documentation
- Host monthly Family Engagement Liaison networking meeting
- Other duties as assigned

Personal Qualities:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement.

Required Experience and Qualifications:

- Bachelor Degree- Social Work/ Human Services or equivalent field
- Case Management 3 years' experience
- Excellent organizational, communication and facilitation skills
- Excellent written skills
- Strong assessment and diagnostic skills
- Computer literate including knowledge of Microsoft Applications
- Prior experience in a school setting required

Application Instructions:

Please send resume and cover letter to hr@beyondhousing.org by July 21, 2017.

For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.