

**LINDSAY UNIFIED SCHOOL DISTRICT
HEALTHY START PROGRAM MANAGER**

DESCRIPTION:

Under the direction of the Director of Healthy Start, the Healthy Start Program Manager is responsible for the day-to-day oversight of designated programs, including supervision of parent educators who are providing direct services to families, coordination and support of parent engagement groups and any community outreach events, and support the Director as a proxy for funder and county meeting attendance.

ESSENTIAL JOB DUTIES:

1. Serve as Lead Program Manager for all Healthy Start evidence-based parenting programs and parent engagement activities/classes.
2. Provide parent educators with direct supervision that includes oversight of program fidelity, reflective supervision, observation of parent educators and group connections, and provide ongoing support, training, and ensure all data is captured in required program databases.
3. Attend all funder related meetings tied to funded parenting programs.
4. Collaborate and attend all Tulare County Family Resource Center Network meetings.
5. Support the program coordinators with data and reports required by funder.
6. Support program specialists providing parent education.
7. Coordinate, schedule, and support all parent engagement workshops including setting up arrangements with sub-contractors and child care aides. Collect information and record information for grants.
8. Co-Facilitate and support groups with Parent Curriculums.
9. Implement and Train staff on new updates and program changes made to parenting programs.
10. Conduct case file review of parent education casework on a monthly basis and monitor data for program compliance, and support the director with annual reports to the funder.
11. Maintain security and confidentiality and perform duties in a safe and healthy manner.
12. Work cooperatively as a team with other staff, attend and contribute to staff meetings including communicating ideas for program development and improvement.
13. Participate in all Healthy Start events, outreach and fundraising efforts.
14. Maintain professionalism and appropriate boundaries with staff and community members.
15. Attend local and statewide training in program implementation.
16. Work evenings and weekends as needed to accommodate department events or parent workshops.
17. Work under several grants which may have different requirements.
18. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in social work or similar FRC related field.

Valid California Driver's license.

Bilingual in Spanish/English.

EXPERIENCE:

3 years of management experience including supervision of employees.

Prior experience working in community-based organization or school-based Family Resource Centers.

Prior experience with evidence-based parenting program with fidelity models.

Prior experience coordinating and supporting community workshops and events.

Prior experience working with families and children with risk factors such as substance abuse, exposure to mental health and physical behavior and other behavioral health issues.

prior experience as a certified parent educator in Parents as Teachers and Safe Care preferred.

KNOWLEDGE OF:

The diverse socioeconomic, cultural and ethnic backgrounds of the community.

Principles and techniques of interviewing, reviewing, and recording social case work.

Community Resources and Partners

Interpersonal skills using tact, patience and courtesy.

Record keeping techniques, including advanced computer skills.

Classification: Classified Management

Work Year: 260 Days

Salary: Classified Management Salary Schedule