

**Job Announcement**  
**Head Start**  
**Family/Community Partnership & Nutrition Specialist**

Four Square Community Action, Inc. Head Start is hiring for the position of Family/Community Partnership Specialist. This is a full-time position based in the main office located in Andrews, NC. This position manages the family & community services as well as nutrition services component of Head Start.

**Position Summary:** The Family/Community Partnership and Nutrition Specialist will apply professional expertise and work in cooperation with all other disciplines (Health, Special Needs, Education, Mental Health) in order to provide internal consulting services, training, and compliance monitoring per Federal Head Start Performance Standards and any local, state and or agency policies and procedures for the Head Start program.

**Principal Duties and Responsibilities:**

- Plan, respond, provide information, and coordinate efforts to support families within the program, staff, and community partnerships.
- Coordinate Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) within the program.
- Design and deliver training to staff, parents and community organizations to include best practices in the family and community, nutrition, and ERSEA fields as well as community collaboration opportunities and services in Head Start.
- Establish and maintain relationships and collaboration with appropriate community agencies and partners.
- Ensure adherence to the CACFP federal regulations and criteria.

**Knowledge, Skills, and Abilities Required:**

*Education/Training:* Minimum education requirement is a Bachelor's degree in relevant discipline, combined with experience in the Head Start environment.

*Experience:* Experience in social work; 2 years preferred. HS/EHS experience preferred.

*Skills and Abilities:*

- Knowledge of Head Start Performance Standards and Daycare Licensing Requirements.
- Knowledge and skills necessary to develop consistent, stable, and supportive relationships with fellow staff.
- Knowledge of infant, toddler, and preschool development, safety issues in preschool care, and methods for communicating effectively with children, families, and staff.
- Significant decision making and problem solving in many areas including the allocation of resources to program components, supervisory issues, scheduling and provision of program services.
- Ability to train and provide presentations to large and small groups.
- Ability to interpret, apply, and audit various policies, procedures, and regulations.
- Ability to support and respect the home language, culture, and family composition of each child in ways that create a role model for staff to support the child's health and well-being.

- Ability to respect and recognize boundaries, value diversity, behave in a direct and nonjudgmental manner.
- Excellent written and verbal communications skills – Bilingual English/Spanish skills helpful.
- Strong computer skills.
- Must possess a valid driver's license with a good driving record.
- Employment is conditional pending immediate and continued enrollment in Child Care Division-Criminal History Registry.
- Physician's statement of good health.
- Have negative results of TB test before beginning work.

This is a full-time position. Days and hours of work are Monday – Friday, 8:00am – 5:00pm. Evening and weekend work may be required as job duties demand. Travel is primarily local during the business day, although some out-of-area and overnight travel is expected for training.

Interested applicants can apply at the Four Square office at 61 Milton Mashburn Drive in Andrews. Other avenues to apply are through our website [www.foursquarecommunityactioninc.com](http://www.foursquarecommunityactioninc.com), our Face Book page or by contacting NC Works Career Center in Murphy.