Auburn University Job Description

Job Title:  Family & Comm Engage Spec  
Job Code:  CA32  
FLSA status:  Non-exempt

Job Summary
Responsible for securing enrollment documentation, participants medical and dental information, and other programmatic information from parents.

Essential Functions
1. Enroll/re-enroll families into the Early Head Start program and collect questionnaires and developmental assessments per the IRB protocol including relationship-based questionnaires and educational and community needs surveys.
2. Assists with the implementation of parent resources and activities to bridge the home to childcare program gap.
3. Assists with schedule, promotion, and facilitation of parenting workshops in the service area.
4. Documents work goals, progress, and assessments with each provider on the mentor's caseload.
5. Documents work activities and research reports.
6. Supports activities with on and off campus agencies and offices in support of the program.
7. Facilitates parent-provider relations for enrolled families.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
### Auburn University Job Description

#### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.</td>
<td>Knows fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelor's degree in discipline appropriate to position with no experience.</td>
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<tr>
<td>II</td>
<td>Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<td>III</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.</td>
<td>Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
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Minimum Required Education and Experience

Level I  Bachelor’s degree in discipline appropriate to position with no experience.

Level II Bachelor’s degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III Bachelor’s degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Social Work, Child Development, Early Care and Education, Human Development and Family Studies or related field

Focus of Experience

Experience in parent education/training, caregiver training, and/or interview data collection

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/28/2015