



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are currently seeking passionate and motivated **Parent Engagement Manager** for our Early Learning Centers in **Denver, CO**. This position is a regular **year around** position and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**Position Summary:**

Under the supervision of the Assistant Director, Family and Health Services, this position has primary responsibility for the parent engagement component for the agency's early learning programs. In collaboration with Family Advocate Mentors, Family Advocates, Area Managers, Center Supervisors, Content Managers this position provides the instruction, planning and guidance for parent engagement including volunteerism in classroom, Centers, program governance such as Parent Committee and Policy Council.

**Duties and Responsibilities:**

- Monitors family partnership agreements and child file case notes.
- Assists staff in determining individual family needs and developing a plan with the family to meet those needs.
- Assists staff in providing services to the families and children including conferences with staff members, review of each child's records (evaluating documentation of home visits, family assessments, Family Partnership Agreements, and other functions).

- Assures Family Advocate (FA) staff engage in ECEP activities; plans, designs and implements program involvement activities with the FA.
- Facilitates and monitors volunteer training and orientation with regular parent volunteers and all community volunteers.
- Provides training to staff in the use of volunteers and In-Kind program.
- Oversees parent meeting to include parenting information.
- Oversees the policy council elections, ongoing participation and implementation in accordance with the Performance Standards.
- Responsible for the development required revisions of the Volunteer Handbook annually.
- Monitor and assure regular volunteers obtain and submit proof of required screenings, immunizations.
- Monitor Parent Committee attendance, meeting agendas, minutes.
- Monitors and facilitates parent engagement in Ready Rosie (parenting) including in-kind reporting.
- Collect PAC monthly mileage forms for processing and payment.
- Enter all data pertaining to volunteer program and In-Kind contributions into the agency's information tracking system (PROMIS). Assist with enrollments and recruitment.
- Participates in the Department's annual self-assessment.
- Up to 75% of travel required.

#### **Education, Credential, and Qualifications Requirements:**

- Bachelor's degree in a Social Work, Human Services or other closely related field.

#### **EXPERIENCE & SKILL REQUIREMENTS**

- Minimum of three (3) years of experience in family services, case management, volunteer management and/or program and community development.
- Experience and training related to social, human and family development.
- Ability to react with flexibility and sensitivity to changing situations and needs; act resourcefully to solve problems.
- Demonstrates ability to express the appropriate sense of urgency in dealing with family situations that require additional resources and assistance.
- Must have intermediate to advance knowledge of MS Office (Excel and Word), email and data collection systems that support children and family case management.
- Must exhibit strong attention to detail and accuracy.
- Must have excellent communications skills (verbal, non-verbal, written, etc.).
- Demonstrates sense of urgency and mindful of deadlines with multiple and competing priorities.
- Knowledge of Head Start helpful but not required.

- Ability to speak in group setting for training, presentations, etc.
- Must consistently demonstrate the utmost in confidentiality, professionalism, and respect to staff, community and all families.
- Experience in interacting with children and families that represent various backgrounds.
- Knowledge of the communities' dynamics and services available, including, knowledge of community based-organizations.
- Ability to relate with diverse family models and groups; maintain cooperative and effective relationships with staff, families and community agency representatives.
- Ability to multi-task and manage time effectively.
- English proficiency (reading writing, speaking) is required for all positions. Bi-lingual (English and Spanish) is an asset but not required.

### **SCREENING REQUIREMENTS**

Pre-employment criminal records check and drug test required.

To meet Head Start and Child Care Licensing Standards all staff must submit the following upon hire:

An initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee good health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment. A subsequent medical statement every 3 years.

Results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.

Finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of Rocky Mtn. SER. If you have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI. A criminal record check will be performed pursuant to 7.701.33 of the General Rules for Child Care Facilities for the state of Colorado. Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.

Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to RMSER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear.

This position will be required to drive extensively to various locations therefore they must be physically able to drive for longer periods of time in both the city and mountain regions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pay Range: \$50,900

Typical Schedule: Monday - Friday

FLSA Status: Exempt

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**



RMSEER is an Equal Opportunity Employer