

# Parent Family Community Engagement Specialist

Sharon Baptist Head Start

Bronx, NY

Other

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## Job Description

Act as a liaison between the agency and families that we service. Must be capable of carrying out the essential duties and responsibilities satisfactorily. Involve in all parent activities and aid in the empowerment of the families.

## Responsibilities

Complete Registrations and Intakes for students entering the program. Maintain records of the caseload that is assigned and ensure follow-up of required information. Interview parents and identify their Social Service and Family Needs. Aid in the development of goals and make appropriate referrals as well as follow-ups.

## Qualifications

High School Diploma and certification in social work, human services, family services, counseling or a related field. Good communication skills and basic computer skills.

## Application Instructions

E-mail cover letter and resume to Shazeema Lutchman at [orchidsmj@aol.com](mailto:orchidsmj@aol.com) or contact via telephone at (718) 466-1604 ext. 411.

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