



## Orange County Head Start, Inc. Career Opportunity

### ***PARENT, FAMILY AND COMMUNITY ENGAGEMENT (PFCE) MANAGER***

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

The Parent, Family and Community Engagement (PFCE) Manager Leads a team of PFCE Supervisors and Family Engagement Advocates (FEAs) in the delivery of the agency's Parent, Family and Community Engagement services to participant families. Plays a key role in professional development of the PFCE team, and serves as an expert Case Manager for unique and/or high-risk family situations. Maintains current knowledge base of services provided through federal, state, county, local and private agencies to leverage social services to OCHS children and families. Serves as the lead on Parent Engagement programs, to support the growth and development of Head Start parents and families. Innovates and enhances varied opportunities for families to be involved and engaged in OCHS and the community. Facilitates the Parent Engagement Committee as well as the Parent Education Curriculum at the center level. Develops and revises procedures for quality improvement based on data collected and monitoring outcomes. Assesses and analyzes family outcomes to present to governing board annually and submits PFCE data for the program information report. Establish and maintain partnerships with Management Team and Center Directors to ensure high quality child and family services at all times. Support effective leadership by building a common understanding of organizational needs, values, vision, mission and strategic directives among PFCE staff.

**Education/Experience/Language:** Bachelor's Degree in psychology, social work, sociology, human services or related field required. Minimum of 3 years of experience in a Head Start or similar agency and 2 years of supervisory experience required. Bilingual in English/Spanish, or English/Vietnamese required.

We offer a salary range of \$70,720 - \$72,800 annually with excellent benefits and the opportunity to serve young children and their families in Orange County.

**Final filing date: October 28, 2022 at 5:00 p.m.**

**Apply now to join our team!**

**Submit an application, resume and transcripts to:**

Orange County Head Start Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

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