



Job Description – Fatherhood Program Specialist

Reports to:	Workforce Development Manager
Supervises:	
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

Summary: The Fatherhood Program Specialist is responsible for providing high quality programming specifically for fathers whose children are enrolled in the Bright Beginnings, Inc. (BBI) Head Start/Early Head Start programs. Through Center-Based and Home-Based Program Options, according to the BBI Self-Sufficiency Matrix.

Essential Duties:

1. Coordinate parenting, life skills and educational/vocational programming and training for fathers.
2. Maintain a caseload of 50-60 fathers.
3. Ensure fathers are progressing on the BBI Self-Sufficiency Matrix through ongoing coaching and programming.
4. Maintain files in HMIS, HSES and ChildPlus by entering case notes, home visits, referrals, family partnership agreements, and other follow-up services.
5. Support fathers in crisis situations and support their progress toward self-sufficiency with the appropriate resources and interventions according to the BBI Self-Sufficiency Matrix.
6. Verify fathers participation and engagement in Workforce Development weekly
7. Collaborate with other program staff and consultants (social services, workforce development, disabilities/mental health, health/nutrition, education) to ensure necessary services are in place to meet needs of fathers.
8. Collaborate with other non-profits and city agencies (including housing providers) in coordinating services and resources for fathers.
9. Support fatherhood engagement in all aspects of BBI programming through planning parent workshops, securing guest speakers and implementing parent activities based on parent interests and the BBI Self-Sufficiency Matrix.

10. Assist the Workforce Development Manager in recruiting and establishing partnerships with external partners: other non-profits, city agencies and the faith-based community to support father engagement and the continuum of services required by the BBI Self-Sufficiency Matrix.
11. Coordinate the BBI community resources directory.
12. Maintain consistent visibility in the local community; organize outreach materials for all programs and participate in community events and activities.
13. Assist with program recruitment and enrollment activities.
14. Attend all required individual and team meetings.
15. Participate in all required professional development opportunities.
16. Maintain confidentiality of information at all times.
17. Other duties as assigned.

Qualifications:

1. Mission and culture alignment;
2. Baccalaureate degree preferred in social work, child development, education, criminal justice, family services and/or psychology or other related field.
3. Bilingual in Spanish or Amharic (speaking and writing) preferred, but not required;
4. The ability to problem-solve, handle crises, and work with families and children of various cultures and low-income backgrounds;
5. Demonstrated knowledge of local social service resources preferred.
6. Excellent organizational, time management, and communication skills.
7. Ability to work both independently and collaboratively;
8. Must demonstrate flexibility in work settings, maturity of judgment, and ability to work collegially.
9. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families, and the community.
10. Must maintain training and professional development credits current;
11. Strong computer skills with proficiency in Windows-based programs, such as the Microsoft Office Suite.
12. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
13. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Bright Beginnings Inc.
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Equal Opportunity Employer and Provider.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE