

INCA Community Services, Inc.

Job Description



Title:	Family Engagement and Nutrition Manager	Reports to:	Head Start Director
Program:	Head Start/Early Head Start	Status:	Exempt/Full Time - Full Benefits
Approved:	April 2026	Wage:	(see salary scale)

Benefits:

Health and Life Insurance, Sick and Annual Leave, Funeral Leave, Retirement Program (401k), Social Security, Worker's Compensation Insurance and Unemployment Insurance. All paid holidays.

Job Summary:

As Family Engagement Manager, will have overall responsibility for administering, coordinating, and ongoing monitoring of the Sub-part C (1304.4) – Family and Community Partnerships and Eligibility, Recruitment, Enrollment, and Attendance (ERSEA) (1305) sections of the Performance Standards. Will supervise the Family Advocates.

As a Nutrition manager, oversees the nutritional, dietary, and food service operations for a Head Start/Early Head Start program. They ensure compliance with the Head Start Program Performance Standards and CACFP guidelines while promoting healthy eating habits among children, staff, and families.

This position has recurring access to a vulnerable population.

Essential Functions: *The following is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

Family and Community Partnership Duties: (40%)

- Responsible for the general supervision of the Family Service Managers.
- Ensures the timely and accurate implementation and documentation of goals and objectives in these components.
- Assist in the design, implementation, and monitoring of family engagement plans to actively promote the Head Start/Early Head Start program, ensuring community awareness and meeting enrollment objectives.
- Responsible for the development and implementation of Family/Community Partnership, Social Services, Parent Involvement, Volunteers, and Transitions within the program.
- Mobilize community resources and partnerships, and work with other organizations to foster collaboration as defined by the Office of Head Start.
- Train, mentor, monitor, and supervise staff and effectively communicate agency and program expectations.
- Coordinates and maintains parent handbooks, surveys, and newsletters.

ERSEA Duties: (25%)

- Responsible for the general supervision of the Family Service Managers, ensuring that the goals and objectives are implemented and documented in a timely manner.
- Work with the Family Service Managers to plan, organize, and supervise day-to-day program operations; monitor quality, resolve challenges, and continuously seek opportunities for improvement
- Responsible for the development, implementation, and oversight of Eligibility, Recruitment, Selection, Enrollment, and Attendance within the program as per federal guidelines.

Nutritional Service Duties: (5%)

- Provide the Education Manager with resources and methods for inclusion in the curriculum on food-related activities and on how mealtime can be used to meet children's developmental and socialization needs.
- With the assistance of the Dietitian, review all children's nutrition assessments and health records to determine any follow-ups, special dietary needs, and allergies, and adjust the menu accordingly.
- Provide nutritional counseling to parents regarding their children's concerns, including information on obesity, anemia, food allergies, and other nutritional issues.
- Plan and present training for parent meetings at each or any center on nutrition and consumer education; make recommendations as needed.
- Responsible for the creation of the IHP (Individual Health Plan) for children with an EPI-PEN.

Child and Adult Care Food Program: (15%)

- Provides ongoing supervision of the cook and the assistant cook(s).
 - Approves time sheets and does evaluations.
 - Works closely with Family Advocates to ensure staff coverage.
 - With the assistance of the Dietitian, monitors the implementation of the menus, recipes, and food service policies;
 - Monitors food service staff in food purchasing, preparation, service, and storage, kitchen cleanliness, food handling, and dishwashing procedures;
 - Provides training and technical assistance as needed; and
 - Assists in maintaining records for the Child and Adult Care Food Program (CACFP).
- Conducts announced/unannounced observations of classrooms and kitchens to ensure:
 - Those foods are an integral part of the total education program.
 - That mealtime atmosphere is conducive to socialization and development.
 - That meals are served family style; and,
 - That the quality, quantity, and size of food served are appropriate to the ages of the children.
- Track the center's food costs.
- Provide training for kitchen staff. Monitor and establish best practices.
- Incorporate cultural preferences, special dietary requirements, and feeding requirements for children with disabilities.
- Review all CACFP children's applications for accuracy and follow-up.
- Complete CACFP enrollment and other nutrition-related documentation.
- Secures the services of a registered dietitian to support the program's nutrition services and, with prior approval of the Director:
 - Develops a written contract for the nutrition/diet services;
 - Secures and keeps on file the nutritionist's credentials;
 - Orients the dietitian to duties and to the Head Start and Early Head Start program;
 - Coordinates and monitors the services given.
- Order kitchen supplies and equipment needed for centers relating to meal preparation and service.
- Review all children's nutrition assessments and health records to determine any follow-ups or special dietary needs.
- Works with the Safety Manager to ensure compliance with local, state, and federal child care licensing and sanitary standards in all Head Start and Early Head Start kitchens, and in public school-contracted meal service. Collaborate with staff members directly responsible for licensing activities.
- Plans and implements pre-service and in-service training in Nutrition Documentation and requirements with kitchen and classroom staff.

Assessment/Data/On-going Monitoring: (15%)

- Oversee the quality and compliance of component areas and services by providing regular monitoring of metrics/results of programs, ensuring the integrity of data in the internal tracking system, performing gap analysis, and recommending and/or implementing re-alignment of program workflow.

- Manages the data collection activities and aggregation for Family and Community Engagement and ERSEA:
 - Research and identify an appropriate data tracking system;
 - Develop procedures and training material
 - Train staff on the proper operations of the data-based systems.
- Oversees the ongoing monitoring, self-assessment, and evaluation of FPA and the needs of the child and family.
 - Works closely with the Family Service Manager to ensure the collection of high-quality data on children and families, including FPA needs, follow-up, and child assessment data, in a timely manner.
 - Analyzes and evaluates data to identify trends, patterns, strengths, and areas for improvement.
 - Overseas Family Engagement Team meetings, which include a review of goals and objectives and a review of data and trends, develop short-term and long-term strategies, and participate in policy development.
- Reports monthly to the Policy Council and the Governing Board.

General Duties:

- Attend work punctually and regularly to provide consistency of service;
- Responsible for reporting absences and ensuring a substitute can be secured to work to meet the staff ratio;
- Must have a flexible schedule to work at least one evening each month and participate in parent meetings;
- Attend upon request all staff and other appropriate meetings, training, and conferences, some of which may require out-of-town travel and evening/overnight attendance;
- Follow Agency personnel policies as established by the Board;
- At all times, maintain a professional attitude and respect for parents, children, and staff.
- Ensure confidentiality of all records and information;
- Demonstrate commitment to mission, values, and policies in the performance of daily routines;
- Perform other program-related assignments as designated;
- Present a positive image of the agency to members of the community.

Supervisory Relationships:

Works under the direct supervision of the Head Start/Early Head Start Director. Accountable to the Executive Director, Board of Directors, and Policy Council.

Knowledge and Skills:

To perform this job successfully, an individual must satisfactorily perform each essential duty. The requirements listed below represent the education, certification, licensing, experience, knowledge, skills, and/or abilities required.

- Knowledge and ability to initiate and implement developmentally appropriate individualization processes for each student;
- Skillful in maintaining effective working relationships to achieve goals;
- Ability to read, interpret, and implement program guidelines efficiently and effectively;
- Proficient computer skills and knowledge of the internet, e-mail, and websites.
- Deal tactfully and courteously with the public, parents, and staff;
- Capable of following both oral and written instructions;
- Strong verbal and written communication skills;
- Accurate and organized record keeping;
- Handles confidential work with tact and discretion;

Qualifications:

Education:

- Bachelor's degree in Social Services or Early Childhood Education, or related field required. *(Refer to minimum requirements as specified in the 648A(2)(B)(i) in the Head Start Act and 1302.91(d)(2))*

● Once hired, must:

- Complete during the first 90 days of employment, ELCCT (entry-level child care training).
- Annually, the Oklahoma Department of Human Services (DHS) and the Department of Education require training.
- Shall attend not less than 15 clock hours of professional development per year (DHS Licensing).

Experience:

- Relevant experiences with Head Start or extensive background experience in social services, child care services, or human resource services are preferred.

General:

- Valid Oklahoma driver's license
- Reliable transportation with liability insurance,
- Character references
- Must pass:
 - Physical
 - Pre-employment drug testing
 - Criminal Background check, including:
 - NSOPW (national sex offender)
 - Child Care Restricted Registry (Joshua's List)
 - FBI fingerprint-based criminal history as required by the ODHS

Physical Requirements: Employee must be able to:

The physical demands described here are representative of those required of 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.

- Must be able to perform the essential functions of the job with reasonable accommodations.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull, and move, lift, and/or carry up to 60 pounds to waist height;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Operate a motor vehicle;
- Working with both hands and arms, grasping.
- Work in a busy, noisy, and sometimes stressful environment.

INCA IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER

Acknowledgment: I acknowledge receipt and understand the contents of this job description.

Signature of Employee:

Date: