



HSU Course Outline

Family Development Credentialing Course – Level 2

IFPAC2.5

5 Days

Description

This course focuses on management and administrative function of family services. It will help develop your strong and effective spoken and written communication skills, your ability to organize and manage multiple priorities in a fast-paced work environment, your to develop and maintain effective working relationships with children and their family members, co-workers, staff in related agencies and the general public. Participants learn to coach and supervise Family Development Specialist, provide written and verbal evaluations for Family Services staff, coordinate and monitor the quality development and implementation of the program's family services, including parent involvement, to manage community outreach policies and procedures, including forming partnerships, and resource identification and development, providing guidance and technical support to Family Workers in a Head Start program, and track and monitor and generate reports. Strategies and best practices will be given for developing collaborative relationships with community early childhood and family service programs/organizations. You will also learn to develop, implement and integrate program plans and priorities and develop and apply effective strategies to achieve program outcomes. The goal of the course is to manage and monitor family goal setting through the family partnership process, develop method of monitoring the program ability for a family's access community services and resources, how to monitor services to pregnant women, and how to develop policies and procedures to ensure parent involvement across all areas of Head Start, including child development and education, health, nutrition, mental health education, community advocacy, transition practices and home visits.

Prerequisites

- Knowledge of Performance Standards
- Knowledge of family Assessment
- Family Development Course – Level I

Who Should Take This Course?

This course is designed for Family Workers, Health Workers, Education Workers, Parent Involvement Workers, Administrative Staff, Manager, Program Area Managers, Directors, Coordinators or anyone wanting management experiences or those Head Start staff who are responsible for managing a supportive parent environment.

Objectives

- ✓ Coach and supervise Family Development Specialist
- ✓ Provide written and verbal evaluations for supervised staff
- ✓ Coordinate and monitor the quality development and implementation of the program's family services, including parent involvement, ERSEA, and transportation
- ✓ Responsible for community outreach, including forming partnerships, and resource
- ✓ identification and development
- ✓ Assist the Regional Service Managers in providing guidance and technical support to Family
- ✓ Advocates
- ✓ Responsible for HSFIS data entry, monitoring, and report generating
- ✓ Assist in the coordination of training for staff, parents and volunteers
- ✓ Develop collaborative relationships with community early childhood and family service programs/organizations
- ✓ Develop, implement and integrate program plans and priorities
- ✓ Develop and apply effective strategies to achieve program outcomes

Outline

Day 1

Monitoring Head Start Requirement

- Understanding 1304.40
- Family Goal Setting
- Accessing Community Services
- Services to Pregnant Women
- Parent Involvement
- Education
- Health
- Community Advocacy
- Transition Activities
- Home Visits

Implementing HS Competency Goals and Indicators

- Head Start Competency Goals & Indicators

Skills for Working with HS Families

- Influences between Staff/Family
- Demonstrating Supportive Behaviors
- Parent Behavior & Personality Styles

Day 2

Developing Family Assessments Tools

- Strength Approach Tools

Managing families in crisis

- Crisis intervention responses
- Crisis intervention skills
- Defusing a family crisis

Exploring Family Growth

- The Family Life Cycle

Plain Language Writing

- Looking at Readability
- Analyzing Writing
- Making Simpler Sentences
- Improving Communication Efforts

The Communication Process

- Communication Environment
- Communication Styles
- Creating a Climate of Communication
- Establishing a System for Sharing

Day 3

Monitoring Home Visits

- Documenting Home visits
- Home-based Home Visits vs. Other Environments
- Monitoring Safety Issues
- Setting Safety Policies and Procedures

Managing Family Partnerships Processes

- Setting Timetables
- Assigning Responsibilities

Developing Professionalism

- Confidentiality
- Establishing Clear Roles and Boundaries
- Meeting Mandated Reporting
 - Child Abuse Issues
 - Substance Abuse Issues

- Compassion Fatigue
- Monitoring Record-Keeping
- Case Management
- Case Conferences

Day 4

Cultural Diversity

- Anti-Bias, Culture and Diversity
- Understanding family diversity
- Cultural Sensitivity
- Cultural communication

Speaking & Listening Respectfully

- Successful Conversation with Parents
- Communication Helpers
- Listening Well
- Giving Feedback
- Using "I" Messages

Day 5

Exam Review

- Reviewing the questions

FDC Exam