**Exhibit D**

**DCF Division of Family & Community Partnership**

**Father Engagement Specialist Job Description**

Title: Father Engagement Specialist

**Position Overview**

This is a full-time grant position responsible for the provision of father engagement services to young fathers in a community setting.

**Responsibilities:**

* Monitor program activities and service levels
* Responsible for program intake and transitioning of program participants
* Track and collect levels of services and program outcome data
* Maintain appropriate participant records and data collection
* Responsible for recruitment and retention of program participants
* Oversee the coordination of case management and referral services for the program participants
* Advocate for appropriate resources for participants, their children and their families with community agencies including parole and probation officers in the community
* Collaborate with other staff members, referral sources, and social support network to provide appropriate services to participants and their families.
* Provide General Counseling (individual, group and as needed family counseling)
* Facilitate workshops to support fatherhood engagement with an emphasis:
* Educational services
* Relationship education
* Parenting education
* Job skills training/readiness
* Provide development guidance to expectant and parenting fathers
* Parental resilience
* Social connections
* Knowledge of parenting and child development
* Concrete support in times of need
* Children’s social and emotional development
* Provide technical assistance relating to fatherhood engagement to all DCF programs
* Facilitate program’s involvement with its supporting community
* Recommend and collaborate with external community individuals, Business Leaders, Civic Leaders, Faith-Based Leaders, and Philanthropists to facilitate services for participants
* Actively participate in DCF meetings

**Qualifications:**

* An advanced degree in a health or human service field or a Bachelor’s degree in a health or human service field and two years of experience.
* Experience working with young fathers, expectant and parenting teens, adolescents and families
* Knowledge of community organization and collaboration building.
* Excellence in written and oral communication.
* Awareness of cultural diversity and its impact on planning and provision of services
* Ability to build relationships with persons at all levels of human services
* It is required that Father engagement staff must possess a valid New Jersey Driver’s License, and have access to a personal vehicle