

FAMILY AND COMMUNITY PARTNERSHIPS TEAM

JOB TITLE: Family Services Workers

Working Hours: 7 hours per day Monday - Friday

Salary Range:

GENERAL DUTIES:

Under the supervision of the Center Director, the Family Services Worker will be responsible for implementing the goals and objectives of the program for the Units.

SPECIFIC DUTIES:

1. Recruits age eligible Head Start children including children with disabilities.
 - a. Send announcements to community resources
 - b. Take application to community resources
 - c. Advertise in the media
 - d. Canvass applications
 - e. Schedule date for applicants to visit center to complete application
 - f. Follow-up recruitment efforts
2. Enroll eligible children.
3. Identify family needs, make appropriate referrals and follow up.
4. Maintain updated files.
5. Identify community needs and contact appropriate resources.
6. Serve on center multidisciplinary team.
7. Make home visits.
8. Submit reports as required.
9. Make contact for three (3) day absence or irregular attendance.
10. Report suspected cases of child abuse and neglect.
11. Review and compile data to identify special needs.
12. Administer first aid.
13. Obtain complete health history and parental consent on all enrollees.
14. Establish and maintain confidential file on all enrollees individually and on computer including screening, immunization, treatment, and family needs and generate reports as needed.
15. Identify and report immunization status of children enrolled.

**FAMILY SERVICES WORKER
JOB DESCRIPTION
PAGE 2**

16. Distribute resource directory.
17. Request and maintain supplies in a sage and secure manner.
18. Recruit volunteers and inkind contributions.
19. Plan and conduct training sessions for parents based on assessed needs.
20. Ensure parent activities are conducted.
21. Submit monthly bank statement of parent account to Parent Involvement Specialist.
22. Schedule and arrange transportation for Center Committee meetings, Policy Council meetings, staffing and community agency appointments.
23. Maintain a parent bulletin board in the center.
24. Provide opportunity for parents to make decision regarding Fundraising.

SUPERVISORY CONTROL:

The Family Services Worker is directly responsible to the Center Director.

The Center Director is responsible for evaluating the Family Services Worker on an annual basis.

OTHER SIGNIFICANT FACTS:

1. Must have a valid driver's license.
2. Must have a means of transportation.
3. Must have a current health card and annual physical.
4. Must obtain MVR within 15 days from the beginning of the school year or within 15 days of employment.
5. Must be able to lift at least 50 pounds or more.
6. Must be ale to travel out of town and at night.
7. Must have ability to communicate effectively, orally and in writing.

**FAMILY SERVICES WORKER
JOB DESCRIPTION
PAGE 3**

8. Must have basic knowledge of community resources.

Desirable Qualifications

1. AA in Social Services Field.
2. Three years experience in Social Services Field.
3. Must have basic computer skills.