

Project Now, CAA Job Description

Job Title: Family Service Worker
Department: Head Start
Reports To: Program Supervisor
FLSA Status: Non-Exempt
Wage Grade: 4

Prepared By: Seabolt
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Approved By: Policy Council
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ESSENTIAL DUTIES AND RESPONSIBILITIES: Functions as a member of Head Start team to provide comprehensive services in accordance with all regulations and program requirements. Includes the following and other duties as assigned.

- Functions as a member of the center team to facilitate communication and smooth operation of parent activities. Supplies parent with Parent Handbook/Social Service Directory and other notices, informing parents of program activities and assists in production of center newsletter.
- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.
- Develop familiarity with community agencies and resource persons. Make appropriate referrals as needed, assists other staff to make and record referrals.
- Conducts regular home visits (minimum of 2 per year) with parents, setting family goals and assisting parent in achieving them, follow-up on needs, providing case management and parent trainings.
- Participates in monthly team meetings and site discussions. Follows-up on family needs assessment, applications, transitions and attendance to assure progress of family goals.
- Assists center parent committee chairperson with parent meetings such as parenting sessions, family fun nights and transition activities. Attends all parent meetings at assigned site(s), providing what assistance is requested.
- Arranges transportation and babysitting for all meetings, referrals, and other program activities. This includes in-kind forms, activity sheets, updates to child records, referrals and follow-ups, family service plans, and other documents.
- Initiates the recruitment, enrollment, and encouragement of parent involvement in all areas of Head Start.
- Works with all families in acquiring a primary health care source and assuming responsibility for family needs.
- Provides input to the social service/parent involvement/community partnerships along with the family engagement for the annual plan update.
- Assists parent to develop family engagement outcomes, family partnership agreement and attendance plan/transition with goals to accomplish during the Head Start year.
- Maintains accurate documentation for all children and families; utilizes database for recording and reporting data.
- Submits to program supervisor and or manager reports and required forms on time including parent meetings, center team meeting and parent committee meetings agendas with minutes attached.
- Communicates with office staff the updated information from individual child health records.
- Transport families to & from medical/dental appointments as needed.
- Helps families with a smooth transition into public schools or into Head Start.
- Requires the ability to travel area-wide, and to access classroom sites and family homes to evaluate visits with the families.
- Requires minimum age twenty-one (21) years to comply with regulations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.
- Assists in organizing and participates in parent orientation for assigned center(s). Collaborates with teaching staff on the parent bulletin board at the center(s).
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Requires ability to pass a medical examination, certifying freedom from communicable disease upon offer of employment.
- Requires a valid driver's license, reliable transportation, and proof of agency requirements for automobile insurance.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE: Requires a high school diploma or GED and a Child Development Associate (CDA) certification or ability to complete CDA within 2 years of hire and full-time experience in Early Childhood, Family Services, or related field. An associate degree in social work or early childhood education is highly preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds, as when dealing with pre-school age children. Work environment as associated with the normal office environment and pre-school environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.