Vacancy Announcement

Job Title: Family Service Worker
Location: Sophia
Starting Wage: $14.97
Description of job: See Attached

Qualifications: See Attached

Resumes must be submitted to: Rebecca.thomas@rccaa.org
Closing date: 2/17/20
For additional information, contact: Rebecca Thomas 304-255-9330 ext 125
Title: Family Service Worker
Salary: $14.97

Qualifications
- BA/BS in Social Services or related field.
- Head Start knowledge/experience preferred.
- Experience working with children and families.
- Strong written and oral communication skills.
- Proficient computer and Microsoft Office skills.
- Valid driver’s license, dependable transportation with minimum automobile liability insurance.
- Pass drug screen and criminal background check.

Supervisor
Family Services Coordinator

Job Duties
- Establish working relationship with parents of assigned families.
- Initiate the development of a family partnership agreement within 30 days of child’s enrollment.
- Work with Head Start families in assessing strengths/needs within the family, writing goals, making referrals, and follow-up.
- Act as liaison between community agencies and Head Start families and staff.
- Participate in development and maintenance of community partnerships with local resources and agencies.
- Work with management staff to provide follow-up assistance to Head Start children and families as a result of referrals made.
- Coordinate home visits with teaching staff and other related coordinators to eliminate duplicate information request from families.
- Coordinate, and conduct training/workshops/parent group meetings or other meetings as assigned.
- Collect required health information, including Lead and Tuberculosis assessments.
- Follow established recruitment plan maintaining full enrollment in assigned area.
- Follow up on attendance of children using the Attendance Action Plan.
- Perform sensory and behavioral screenings according to the performance standards.
- Conduct Screenings on children who do not receive them during mass screenings or on their physical examination.
- Assist in arranging transportation of parents and children to meetings, medical appointments, trainings, etc.
- Assist in the classroom or on the bus when necessary. Including your on call day.
- Enter data and in-kind in to FacsPro/ChildPlus in timely and accurate fashion.
- Participate in employee performance evaluation and individualized professional development plan.
- Assist and participate in Health Advisory Meetings as needed.

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• Assist and participate in program staffing of children and families.
• Attend all meetings, in-service trainings, workshops, and conferences as requested by the supervisor.
• Ensure all reports, purchase order, IT, and maintenance request are submitted in a timely manner.
• Maintain confidentiality at all times.
• Lift 50 lbs., and demonstrate ability to participate in mild to moderate activities with children.
• Receive and maintain standard First Aid/CPR certification.
• Receive bi-annual physical exam.
• Deal effectively with the public.
• Demonstrate ability to work as a team member and develop positive rapport and professional attitude towards parents and staff.
• Demonstrate ability to lead and follow.
• Demonstrate ability to make decisions.
• Demonstrate ability to understand and follow posted work rules and procedures.
• Demonstrate ability to accept constructive criticism.
• Demonstrate punctuality.
• Ensure the Head Start Director is informed on pertinent issues.
• Perform all duties incidental to the position, and any other duties as assigned.

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