

[Go to my Application WorkSpace](#)



[Login](#)

## POSITION AVAILABLE

[JOB CATEGORIES](#) > [Classified POSITION TYPES](#) > [Head Start / Child Care POSITIONS](#)

---

You must log in to apply for jobs.

**DISTRICT:** Region10 Education Service Center

**STATUS:** OPEN

**POSTING DATE:** 08/12/2022

**CLOSING DATE:**

**POSTING NUMBER:** 085090

**LOCATION:** Head Start/Early Head Start, R10

**POSITION:** Family Resource Specialist - Mabank

**JOB DESCRIPTION:** Primary Purpose:

- Recruit, enroll, and provide case management with intense follow-up with families in the Head Start Program, following procedures outlined by the Standard Operating Procedures in accordance with the Head Start Performance Standards. Ensure that enrollment goals are achieved and maintained throughout each school year.

**JOB QUALIFICATIONS:** Education/Certifications:

- Baccalaureate degree, credential or certification in social work, human services, family services, counseling, or a related field

### **Special Knowledge/Skills:**

- Ability to provide case management for families
- Skill in establishing rapport and communicating effectively with a variety of individuals from diverse backgrounds
- Professionalism in dealing with students, parents, school personnel and community partners
- Flexibility and adaptability in working with children and families
- Strong organizational skills
- Knowledge of overall structure of community health services and social services
- Strong computer skills
- Ability to work as a member of a team
- Ability to present a positive image of Region 10 and Head Start in all relationships with children and their families, peers, local district staff, private providers and staff members of other agencies.

### **DUTIES AND RESPONSIBILITIES:**

#### **Specific Responsibilities and Duties for the Family Resource Specialist**

- Implementation of the Head Start Program Performance Standards
- Provide case management to assigned families
- Conduct enrollment interview for assigned caseload including working with the family to complete consent forms, Child Health Record (CHR), Maternal Health Record (as applicable), the Family Partnership Agreement (FPA), Interest Survey, Mental Health Questionnaires
- Assist with the enrollment process
- Coordinate or complete for Early Head Start assessments of each child on caseload ensuring compliance of 45 day screenings. Assist with or conduct hearing and vision screenings as needed
- Conduct a home visit within 2 weeks of a child's birth to assess the well-being of the newborn and mother and to complete the CHR to enroll the child in Early Head Start
- Provide reminders of timelines to staff for developmental, sensory, and behavioral screenings
- Provide screening results to parents in a timely manner identifying any follow up evaluations that may be needed
- Assist families with obtaining health and dental services and other child/family services identified as part of ongoing case management
- Collaborate with school nurse regarding child's immunizations and follow up on any medical or dental needs
- Ensure that required screenings are completed including: blood pressure check, anemia screening, and blood lead level
- Request documentation of records, lab reports/results and summaries of medical and dental care from provider
- Assist with the development and implementation of Individualized Transition Checklists/Plans for Head Start/Early Head Start
- Identify and access state and local resources to provide necessary social services responsible to families' needs
- Obtain consent for forwarding health and/or other child/family information to other individuals, agencies or organizations
- Help families identify, access, and schedule needed services including health, dental, mental health, crisis intervention, social services, education, and job training

- Provide individual and group services to enrolled Head Start/Early Head Start families including parent education based on the parent's interests and needs
- Promote and encourage school readiness and parent engagement in the child's education
- Provide ongoing support regarding health care needs/issues and preventive health care issues for children
- Build liaisons with other community agencies that will ensure cooperation, coordination, and information sharing to ensure family needs are met
- Follow up with families on referrals providing data to teachers, mental health consultants, disability consultants, and nutritionist as needed
- Timely follow up to all social service and health referrals
- Complete Identified Medical Conditions (IMC) forms as needed and provide information to school nurse/classroom teachers/nutritionist to ensure instructions are followed
- Participate in IEP/IFSP/ARDs as needed
- Conduct home visits when necessary
- Provide classroom coverage when needed in Early Head Start to ensure the adult-child ratios are maintained
- Serve as an advocate for Head Start/Early Head Start children and families
- Maintain confidentiality of all information and records pertaining to staff, children and their families
- Complete all data entry according to established timelines
- Complete all filing in according to established timelines
- Maintain accurate documentation of screenings that were provided to the child according to established timelines
- Maintain accurate documentation of all contacts with family, referrals and services received in the child's folder according to established timelines
- Conduct folder reviews of assigned children ensuring all child/family information is up-to-date and accurate
- Complete all required documentation related to Region 10 procedures including but not limited to Information Collection System, itineraries, time sheets, mileage reimbursement forms, etc. according to established timelines
- Exhibit good judgment in decision making
- Identify problems and suggest solutions in a positive manner. Seek assistance when needed.
- Maintain effective communication and regular contact with Program Coordinator and colleagues regarding plans and activities
- Maintain effective communication with local school district administrators and staff
- Maintain up-to-date knowledge on program content
- Demonstrate appropriate use of any formal training to enhance job performance and/or personal development
- Assess own knowledge, skills, and abilities
- Set well defined goals and monitor progress toward attainment
- Report training needs to Program Coordinator
- Maintain continuing education requirements in order to remain current on licensure/certification and provide evidence to the Coordinator and Human Resources
- CPR and First Aid Certification (Training provided by Region 10)
- Texas Department of Health and Human Services Vision and Hearing Screening Certification (Training provided by Region 10)
- Work toward personal and professional growth through attendance at Head Start/Early Head Start staff development sessions and other assigned training sessions

- Comply with Region 10 ESC Policies and Procedures
- Acquire and demonstrate customer service skills
- Plan and accomplish work efficiently
- Plan ahead to be prepared to work
- Utilize proactive work techniques

**REQUIRED  
EXPERIENCE:**

- **Have at least two years of experience working with preschool children and families from low income and diverse backgrounds**
- **Have experience working with public schools**

**OTHER  
INFORMATION:**

Submitted applications will be reviewed and applicants may be selected for interviews during the posted time-frame. Offer for employment may occur during the posted period.

**APPLY TO:**

[www.teacherjobnet.org](http://www.teacherjobnet.org)

**SALARY:**

\$31,585-\$41,503 (Salary estimate based on experience and skill set.) Position will work 210 days.

**MONTHS:**

11

**WORK HOURS:**

FROM - 8:00 am TO - 4:30 pm

**GRADE / STEP:**

PG 303

**START DATE:**

ASAP