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POSITION AVAILABLE

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DISTRICT: Region10 Education Service Center

STATUS: OPEN

POSTING DATE: 08/23/2022

CLOSING DATE:

POSTING NUMBER: 085224

LOCATION: Head Start/Early Head Start, R10

POSITION: Family Support Specialist - Italy

JOB DESCRIPTION: Primary Purpose:

- Coordinating comprehensive services for an assigned caseload of children and families as defined in the Head Start Program Performance Standards
- Performs tasks in compliance with specific agency/funding, licensing requirements and school district guidelines
- Provides enrollment, recruitment, eligibility, health, nutrition, family engagement and social services to ensure that eligible families are enrolled in the program and receive support for medical/dental homes, access to community resources and assistance with achieving set goals

JOB QUALIFICATIONS: Education/Certifications:

- Bachelor's degree, credential or certification in social work, human services, family services, counseling or a related field required

Special Knowledge/Skills:

- 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:

Responsibilities and Duties Common to all Region 10 ESC Employees:

- Ability to work on and enhance a team
- Utilize time wisely for effective management of position responsibilities and to ensure timelines are met
- Maintain punctuality in daily work times, appointments, and meetings
- Maintain a positive, customer friendly, and professional tone in all communication (i.e. email, written, and verbal)
- Participate as an effective team member who contributes to center-wide strategic planning goals
- Display proficient levels of technology applications and remain current in the area of digital integration
- Perform other duties as may be assigned by Region 10 Leadership
- Prepare and organize resources, train, and collaborate with Region 10 personnel
- Exhibit initiative in identifying problems and suggesting solutions in a positive manner
- Exhibit good judgment and decision making
- Keep supervisor informed of program and district needs
- Maintain up-to-date entries in Region 10 databases and accurate records for tracking and invoicing
- Adhere to Center procedures, guidelines, and policies

Specific Responsibilities and Duties for the Family Support Specialist

- Conduct outreach activities for the recruitment of children; complete intake/registration process of prospective enrollees and provide orientation on philosophy of program and services provided to prospective parents/guardians
- Develop, in collaboration with the family, an individualized family partnership plan with goals and action plans, including timelines and responsibilities, and follow up with families on the progress toward meeting their goals
- Advocate for families as needed, support them in advocating for themselves and assist families in crisis
- Utilize the child and family tracking software by performing data entry functions and generating and analyzing reports
- Maintain accurate and up-to-date documentation in children's files and secure all required information including: written authorizations, screenings, assessments and immunizations and health history
- Assist in the administration of health screenings
- Conduct home visits for all children and families enrolled as needed and appropriate
- Actively participate in special community events and agency-wide initiatives including development events and activities

- Work toward personal and professional growth through attendance at Head Start/Early Head Start staff development sessions and other assigned training sessions
- Perform any other duties as assigned in support of agency and program needs and operations

**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

Accountability:

- The Family Support Specialist shall be directly accountable to the Assigned Program Coordinator or his/her designee.

**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

SALARY:

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

MONTHS:

11

WORK HOURS:

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

GRADE / STEP:

Pay Grade 303

START DATE:

ASAP