

# Southeast Alabama Regional Planning and Development Commission

## Headland Head Start – Family Services Specialist

### **JOB SUMMARY**

The Family Services Specialist interacts with the Head Start children and families by providing direct and indirect services. This position includes performing administrative and clerical duties.

### **DUTIES AND RESPONSIBILITIES**

#### FAMILY SERVICES (40%)

- Assists parents in filling out applications and making sure all required enrollment documents are filed.
- Assists with the preliminary screening of all children and setting up physicals, immunizations and securing transportation as needed.
- Familiarizes the parents with available resources in the area served, makes and accepts referrals for the children and families to and from other agencies.
- Assists with providing home visits as needed.
- Encourages the involvement of family members in the Head Start program and support the development of relationships between children and their families.
- Assist the family in its own efforts to improve the condition and quality of family life.
- Secure resources for families and the program at the center level.

#### ADMINISTRATIVE (35%)

- Responsible for maintaining current and accurate records and files as required by the program and ensuring their confidentiality.
- Assist with organizing and providing parent training activities and workshops in all service areas.
- Inputting information from all service areas (Health, Disability, Family Services, & Education) into ChildPlus as assigned by Center Director.
- Prepares monthly reports to be sent to Family Services Manager.
- Maintains tracking record of children's daily attendance.
- Familiar with all aspects of the Head Start program including the Performance Standards, the program plans and all program policies.

#### RECRUITMENT (15%)

- Facilitates parent involvement in the center, including participation as volunteers in parent training sessions.
- Responsible for child recruitment and enrollment for the program year in each respective center.
- Enlists parents as volunteers in classrooms, field trips, special events, maintenance, etc.

#### PROFESSIONAL DEVELOPMENT (5%)

Attends Pre-Service, In-Service, staff meetings and conferences; fifteen (15) hours of training required per year.

#### OTHER DUTIES (5%)

Responsibilities include any job-related activities that may become necessary in the fulfillment of program and Policies and Procedures. There may be duties and responsibilities you may be asked to perform which are not included in this job description. Family Service staff members are on call during the summer as needed by Center Director or Head Start Director. Family Service employees will be called upon to be a substitute in the classroom.

#### EDUCATION AND EXPERIENCE

Family Services employees must be at least 19 years of age and have an Associate's degree in social work, human services, family services, counseling or related field. Bachelor's degree preferred.

## **KNOWLEDGE AND SKILLS**

Head Start staff should be able to communicate information effectively to children, parents, other staff members, and members of the community. They should have the ability to conduct themselves in a professional manner and should be objective and fair in recommendations and implementation of standards and policies. Integrity should be shown in all matters related to children and families. Staff should possess basic computer skills and ability to utilize MS Windows, MS Works or Word, Child Plus, and Internet/Intranet and the ability to prepare and maintain accurate reports. Employee should share a common philosophy with Head Start standards and policies as it pertains to the education of young children and families in order to help parents become active advocates for their children. The Family Service employee should also be able to work independently and effectively in stressful situations.

## **PHYSICAL ABILITIES**

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body.

## **SPECIAL REQUIREMENTS**

Possess valid driver's license and be willing to drive to area businesses and community activities. Be willing to travel to professional meetings/workshops. Be willing to work irregular hours as duty demands. Alabama DHR and the Head Start Act have specific employment requirements that must be met including three written references, physical exam and TB skin test or chest x-ray, and an ABI/FBI suitability determination letter. Regular attendance is mandatory; center hours are Monday through Friday from 7:00 am to 3:00 pm.

**TO APPLY: Please visit the employment page at [www.searpc.org](http://www.searpc.org) for REQUIRED application or call 334-794-4093 ext. 1415 for more information. Applications must be received by close of business December 27, 2019**

### **Sending Application**

**Mail: Human Resources/Confidential, PO Box 1406, Dothan, AL 36302**

**Email: [tbrown@searpc.org](mailto:tbrown@searpc.org)**

**Fax: 334-794-3288**

**[Please note that Transcripts are REQUIRED to apply for this position.](#)**

**EOE/E-verify**

Posted: 12/18/2019 Closes: 12/27/2019
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