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 confidentially. • 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.