**O.V.O. Head Start**

**Job Description**

**Job Title:** Family Support Specialist

**Department:** Head Start Program

**Reports to:** Center Director

**FLSA Status:** Class II Non Exempt

**Prepared By:** Susan Cicenas

**Prepared Date:** 6/22/16

**Approved By:** Melanie Harrell

**Approved Date:**

**Summary:**

Responsible for providing a comprehensive support system to an assigned group of families through the development and implementation of Parent Family and Community Engagement according to Program Policies and Procedures, Written Plan, and Federal Performance Standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned.

Provide continuous support services directly to assigned families by way of one on one contact, home visits, phone contact, and written communication as appropriate. All communication with families must be documented on Child Plus on a regular basis.

Utilize a designated family assessment process and develop individualized family partnership agreements/goal setting with families to meet identified needs and goals.

Coordinate services with families and other community agencies to support the accomplishment of goals in pre-existing plans.

Identify and partner with community resources to provide comprehensive services to children and families.

Provide support to families experiencing personal or family difficulties by providing direct services and making appropriate referrals to available resources.

Assist with recruitment and enrollment efforts to maintain full enrollment, as well as work with families individually to address concerns with child attendance.

Report suspected abuse and neglect concerns according to the Program Policies and provide supportive services to families in conjunction with Department of Child Services.

Be respectful of each family’s person culture and background experiences.

Provide activities and experiences which enhance the parental role as the primary influence in their child’s education and development in conjunction with Parent Family and Community Engagement and School Readiness Goals. Assist with arrangements for transportation/child care services for parents to assure their involvement in the Program.

Coordinate assigned Parent Activity Committee (PAC)/ Family Fun Night meetings monthly and as requested; provide guidance and support to the PAC group to assure proper procedures and regulations are met.

Assist with maintaining an active Policy Council by recruiting new members, coordination child care and transportation services, and reminding Members about upcoming meetings.

Assist recruiting/training volunteers and maintaining accurate records of volunteer hours.

Assist with identifying and documenting In-Kind services and contributions.

**CHILD DEVELOPMENT AND HEALTH SERVICES**

Actively participate in a team of Teaching/Center Staff to provide a comprehensive, quality program for children.

Observe and interact with children in their classroom setting to support the relationship between you and Head Start families.

Assist families with establishing a medical home and obtaining required health exams/screenings, obtaining health insurance, and/or follow up appointments; this may include, but is not limited to, scheduling or providing transportation to appointments.

Assist the Health and Nutrition Coordinator with tracking child health exams/screenings.

**PROGRAM DESIGN AND MANAGEMENT**

Serve as a good role model for young children and families.

Enhance professional growth and development.

Participate in Pre-Service and other training opportunities as appropriate and this position. Some training may require out of town travel and/or overnight stay.

Maintain timely, proper, and precise documentation, as well as a record keeping system with adequate provisions for confidentiality.

Participate in regular meetings with Family Services Enrollment Coordinator to review and monitor assigned family caseloads.

Submit progress reports weekly/monthly, and as requested, to the Family Services Enrollment Coordinator, Center Director, and/or Director.

Assist with implementation of Written Plan, Federal Performance Standards, and all applicable federal and state laws.

Adhere to all Personnel Policies, Head Start Policies, and Procedures, and Indiana Child Care Licensing Requirements.

Perform additional duties as deemed necessary by the direct supervisor and/or the Director of Head Start.

Must maintain strict confidentiality in all aspects of the agency.

**QUALIFICATIONS**

High school Diploma/Equivalent

Experience and/or education in social service field.

Reliable personal vehicle available for use in work related travel.

**SUPERVISORY RESPONSIBILITIES**

None

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organizations.

**MATHEMATICAL SKILLS**

Ability to do simple math.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must be able to certified in CPR, First Aid and Universal Precautions and maintain certification throughout employment.

Must have a valid driver’s license and current valid automobile insurance.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While preforming the duties of this job, the employee is frequently required to stoop, kneel, crouch, crawl, talk and hear. The employee is also frequently required to stand, walk, sit, drive, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while preforming the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently exposed to outside weather conditions. The employee will frequently be required to be in clients homes as wells as in employees car and in their assigned center or office.

ACCEPTANCE:

I have read and understand the above qualifications and agree to abide by all OVO Head Start policies and procedures.

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Employee Date

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Supervisor Date