

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: EARLY HEAD START FAMILY SUPPORT SPECIALIST

General Description of Duties:

Support and assist families by creating family partnerships, promote family involvement, and engagement within all aspects of the program. Responsible for the management and oversight of eligibilities, recruitments, selections, enrollments, transitions, and attendance. Establish, maintain, and conduct parent committee meetings according to the Head Start Program Performance Standards. Communicate with children, families, staff, visitors, and community agencies. Non-exempt position.

Required Qualifications:

Knowledge, Skills, Abilities: Principles of social work, child development knowledge, knowledgeable of community resources to assist families, office practices including computer skills, data collection and analysis, communication and interpersonal skills, organizational skills, interpretation and problem solving skills, flexibility, read and write legibly, ability to multitask, work with limited supervision

Certification/License: Pre-employment/annual health examination, annual TB Skin Test, CPR/First Aid, valid driver's license, current auto insurance, van training

Education: Bachelor's, credential or certification in social work, human services, family services, counseling, or a related field

Experience: Experience working with children and families in a social service capacity

Preferred Qualifications:

Knowledge, Skills, Abilities: Bilingual (Spanish), knowledge of developmental disabilities, Teaching Strategies, Child Plus, Early Head Start Program Performance Standards, Texas Minimum Standards, self-driven

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

- Be knowledgeable, comply with, and provide training of Early Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Texas Minimum Standards for Child-Care Centers, ITERS, and Conscious Discipline
- Maintain a positive demeanor, demonstrate competency, good judgment, and self-control in the presence of children, families, staff, and when performing assigned duties
- Recognize, respect, and relate to the uniqueness and potential of all children, families, and staff; treat their cultures and beliefs with courtesy, respect, acceptance, patience, and empathy
- Ensure the center environment offers an atmosphere that promotes family and community involvement
- Provide relative ongoing communication between educational staff, program director, education coordinator, home visitor coordinator, health/disabilities service coordinator, any other relevant staff, families, and yourself
- Conduct in-person interviews verifying information and documents with families to determine eligibility, enrollment, family partnership agreements, transitions, and follow-ups
- Actively recruit local potentially qualified families; maintain a current waiting list with qualifying children
- Contact families when children have not arrived within one hour of start time, maintain attendance records, and conduct meetings with families to ensure regular attendance
- Conduct parent committee meeting as required by Head Start Program Performance Standards
- Recognize parents as children's lifelong educators and provide parent curriculum that builds on the parent's knowledge and offer opportunities for parents to practice skills promoting children's learning and development
- Support families with transition services for the child and family to have a smooth and successful transition out of Early Head Start and into other community resources
- Collaborate with families, staff, and outside community resources to promote families' health, well-being, and self-help skills, meeting the needs of the families, referring when needed, and creating a Family Partnership agreement
- Coordinate parent activities, trainings, and meetings
- Provide home visits as described in the Head Start Program Performance standards
- Respond to emergency situations and drills as required
- Maintain fidelity with ongoing written documentation, assessments, parent curriculum implementation, family contacts, referrals, services provided, and data of each individual child/ family
- Maintain confidential records, following HIPAA and Confidentiality Policies
- Assist in reviewing and maintaining children's files
- Provide information and documents to appropriate staff
- Submit all written reports, forms, and procedures to the EHS Program Manager or Office Manager in an organized, legible, and timely manner
- Foster a cooperative rather than a competitive atmosphere, being open-minded with changes and differences
- Perform housekeeping duties as applicable
- Schedule and provide medical, dental, oral, mental health referral information and transportation for families if applicable
- Participate in van training yearly
- Facilitate and participate in training, in-services, conferences, seminars, and family activities as requested
- Safeguard children from abuse, neglect, or exploitation while in the care of the Center
- Identify, prevent, and report suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101

Be open to ask for and initiate assistance and follow directions of supervisor
Perform other duties as assigned

Physical Requirements:

Communication - English
Driving vehicles
Hearing for conversation
Lifting up to 50 lbs.
Pushing/pulling up to 50 lbs.
Reaching overhead and in front of body

Sitting for 1-2 hours continuously
Standing 3-4 hours continuously
Stooping, kneeling, bending, twisting, crouching, crawling
Use of hands, wrists, and fingers
Vision for supervision, driving, and reading
Walking for short distances

Responsible to: EHS Program Manager

Supervision of: None

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Staff Printed Name

Supervisor Signature

Supervisor Printed Name

Date