

Job Description for Family Service Worker

POSITION:	Family Service Worker
SALARY RANGE	\$27,000-\$29,120
PROJECT/PROGRAM:	Project Head Start/Early Head Start
SUPERVISOR:	F & CP Supervisor/Site Coordinator

General Description of Position:

The worker will provide comprehensive case management, goal setting, and linkages to service, advocacy and evaluation for children and families enrolled in the Head Start and Early Head Start Program.

Educational Qualifications and Experience:

Minimum

Credential or Certification in social work, human services, family services, counseling or related field.

Desired

AA degree in Human Services, Child Development or related field and two years related experience.

General Qualifications:

- Ability to relate positively and effectively with children and families of various cultures and socio-economic backgrounds.
- Must have excellent listening skills with ability to develop positive relationships with families
- Good oral and written communication skills to be able to collaborate with partner agencies and advocate for families
- Have knowledge of available community resources to address the social service, medical, nutrition, dental and mental health issues of program participants and their families

Primary Duties:

- Recruit, enroll and obtain appropriate records of children and families to ensure full enrollment and waitlists.
- Aid families in identifying needs, inform them of community resources, provide information and referrals, assist in the scheduling of appointments and follow-up services as needed
Develop, implement and follow up on Family Partnership Agreements; assessing family needs and the strength of the parent-child relationship
- Record and update caseload information (i.e.;-medical, social, financial status, home visits, referral status)
- Prepare and submit timely and accurate reports as required
- Actively participate in parent or group meetings, community collaborations and affiliations in order to advocate for Head Start/Early Head Start children and families
- Refer families and children to resources within SHORE UPI Inc. and community organizations for social service needs as necessary.
- Conduct home visits in conjunction with education staff and as family needs arise.
- Attend on-going professional development training and meetings as required
- Other related duties as assigned

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy & Head Start Performance Standards
- Be honest, reliable and dependable
- Respect and maintain rights and privacy of all staff, parents and children
- Attend mandated trainings and meetings, and seek out staff development opportunities
- Work as a team member with all staff and maintain a positive work ethic
- Adhere to SHORE UPI Inc. Standard of Conduct

ACKNOWLEDGEMENTS:

**I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE INTERVIEW STAFF AT SHORE UP!
INC.**

Employee (Print)

Employee Signature

Date

Supervisor Signature

Date
