

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Family Service Worker
Pay Table:	Support
Pay Grade:	11
FLSA Status:	TBD
Job Code:	856
Reports to:	Family and Community Partner Manager

JOB SUMMARY

Under the supervision of the Family and Community Partnership Manager, the Family Service Worker serves as an advocate for Head Start families and assists in planning and implementing the Family and Community Partnership Services of the Davis Early Head Start and Head Start Program.

ESSENTIAL JOB FUNCTIONS

- Recruits and registers families and determines eligibility for entrance Head Start program, ensuring that the neediest are served first.
- Conducts home visits, assessing family strengths, needs, concerns and goals. Assists families in clarifying and accomplishing goals through completion of Family Partnership Agreement (FPA).
- Furnishes parents with information regarding availability and access to community resources and making referrals to community agencies as required. Monitors and ensures delivery of assistance for families. Acts as an advocate for families requiring community resources and services.
- Identifies gaps in services to Head Start families and works with other agencies to develop needed services.
- Serves, as assigned, on community coordinating councils and agency boards, representing Davis Head Start.
- Monitors and assists parents and children with smooth transitions from Early Head Start to Head Start or other child care arrangements as well as transitions from Head Start to kindergarten.
- Provides emergency assistance and crisis intervention as needed.
- Maintains regular contact with teaching staff; attends weekly team meetings to provide relevant and timely child and family assistance.
- Monitors excessive student school absences; works with families to reduce barriers affecting regular attendance.
- Encourages parent/family participation in program and community sponsored parent education opportunities and family events.
- Input record of all client family contacts, including follow-ups on referrals, in program's

database system.

- Ensures confidentiality of records.
- Meets the requirements outlined in the Head Start Program Performance Standards.
- Assists in updating *The Parent Information Resource Book* provided to all families.
- Reports suspected child abuse or neglect as required by law.
- Processes student adds, drops and transfers.
- Assures class officers are in place in each classroom and support and assist class officers in planning and implementing monthly parent meetings.
- Maintains family demographic data by school to meet federal reporting requirements.
- Maintains monthly record of volunteer hours and other resources contributed by parents.
- Assures parents are notified of Head Start meetings, activities, educational opportunities.
- Spends time in the classroom weekly.
- Completes all necessary data entry in an accurate and timely manner.
- Attends internal meetings, program and community activities, and other events as assigned.
- Performs other duties as assigned by the Family and Community Partnership Manager.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Social Work, Psychology or related field.
- Six (6) months of related experience.
- CPR and first aid certification (training provided by the program).
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of typical and atypical human development behavior.
- Working knowledge of current community resources.
- Understanding and sensitivity toward unique populations including the economically-disadvantaged, single-parent families, non-traditional families, cultural and linguistic diversity, and awareness of their individual needs.
- Ability to recommend appropriate intervention and emergency assistance to families in crisis.
- Excellent communication skills.
- Ability to facilitate and teach workshops.
- Knowledge of Child Abuse Reporting procedures.
- Strong organizational skills.
- Ability to use small office equipment and computers.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

The Davis School District has the right to revise this position description at any time.