

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

JUDY CENTER FAMILY SERVICE SPECIALIST

POSITION: Judy Center Family Service Specialist

REPORTS TO: Judy Center Coordinator and Chief of Equity, Engagement, and Early Access

LOCATION: Judy Center

NATURE OF WORK:

The Family Service Specialist is responsible for partnering with Title I parent liaisons, Judy Center Early Childhood Liaison, and the Judy Center Coordinator. The incumbent will provide case management, coordination of services, communication with families, home visits, tracking progress of clients, maintaining documentation, and ensuring the participation of all partners. The Family Service Specialist also has responsibility for the maintenance of data for evaluation purposes and tracking data documentation.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to flex working hours
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Possess knowledge of curriculum for children birth through age five

DUTIES AND RESPONSIBILITIES:

- Ensures and documents that family outreach is conducted
- Performs family outreach by arranging for services, home visits, and follow-up
- Advises families on services available to them through the Judy Center Program or community agencies and follows-up to ensure services are accessed
- Ensures high visibility, accessibility, and investment, on site daily
- Develops strategies for increasing program visibility and expansion, including recruitment of families and new family service partners
- Coordinates any service issues affecting the partners
- Collaborates with the site coordinator and partners for outreach activities
- Maintains database of all services provided and the key contact persons

- Compiles and submits required reports to site coordinator
- Plans and facilitates service coordination meetings among partners
- Ensures that children's serious issues are brought to the attention of the site coordinator
- Ensures appropriate coordination between families and service providers
- Tracks home visits and telephone contacts, maintains written case management reports for Judy Center evaluation purposes, and provides information to the site coordinator
- Plans, implements, and attends various activities and events, and documents Judy Center family attendance
- Obtains and distributes brochures of interest to parents, i.e. child care, health issues, developmental stages, etc.
- Makes recommendations and referrals to families regarding dual enrollment
- Participates in IFSP, IEP Meetings and coordinates with IEP Chairpersons
- Attends and actively participates in regularly scheduled meetings between the Judy Center
- Attends statewide Judy Center meetings. Attends tri-county planning meetings, including Southern Maryland Child Care Resource Center and Head Start
- Collaborates with site coordinator with presentations on the Judy Center for organizations, agencies, and conferences
- Attends Hoyer Center events including periodic evening workshops and events
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Two (2) years experience in Early Childhood Education or a related field
- Knowledge of Microsoft Office Suite and Google Applications

Preferred:

- Additional early childhood education coursework or degree;
- Spanish language skills
- Experience in working with families and/or parent training.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 21.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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