JOB DESCRIPTION

JOB TITLE: Social Services Coordinator: Headstart

Job Family: Children & Family Services

Range: 16

Job Purpose Statement/s: The job of "Social Services Coordinator: Headstart" is done for the purpose/s of development and maintenance of family needs assessments, referrals and follow-up assessments; networking with community services, recruitment, enrollment and advocacy within the community.

Essential Job Functions:

* **Reviews** month-end attendance reports for accuracy.
* **Meets** with certificated and office staff to assist in determining areas of need.
* **Maintains** confidentiality of all records, reports and comments.
* **Follows** the Headstart Federal Performance Standards and all County and local guidelines.
* **Recruits** and enroll children who are eligible for the program and maintain a current waiting list through the entire year.
* **Network** and collaborate with community agencies to promote Headstart/Preschool in the community.
* **Makes** referrals from enrollment forms, family needs assessment, teacher referrals and personal contacts.
* **Updates** local community resource directory and organize and presents the finished product to parents.
* **Assists** teachers in absence referrals, their follow-up and communication of that information to the office.
* **Assists** in pertinent social service reports (Program Information Report, Exemplary Program Standards, O.S.P.R.I., written plans, goals and objectives, etc.).
* **Provides** emergency and crisis intervention when necessary.
* **Prioritize** recruitment forms and keep a current priority list.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Experience working with the public desirable.
* **Skills, Knowledge and/or Abilities Required**:

  Skills: Typing/keyboarding accurately at a rate of 30 words per minute; communication and organization. Bilingual skills highly desirable.

  Knowledge of public relations and recruitment strategy; diverse economic and social backgrounds to family and community. Correct English usage, spelling, grammar, punctuation and math; record keeping and report writing.

Abilities to understand oral and written instructions; maintain effective personal relationships with community members, parents, teachers and school administration. Make home visits for enrollment, needs assessments, referrals or absences when necessary; attend meetings at the local and county level; accept policy guidance, direction and training.

* **Education Required:** High School diploma.

***** **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. CPR-Child First Aide. Successful completion of District Proficiency Test. Possession of a valid California Driver's License.