

## POSITION DESCRIPTION

Choanoke Area Development Association, Inc.

Position	HS / EHS Family Service Specialist		Date:	Revised July 12 <sup>th</sup> 2019
Overtime Status	Non – Exempt		Grade:	2
Salary Range				
Site Location	Assigned Center	Program Period	44 wks.	
Department	Head Start/Early Head Start			
Reports to	HS/EHS Parent Family/Community Engagement Manager			

### **Qualification:**

Must possess an Associate Degree in Social Work, Family Services, Human Services, preferred or must obtain the minimum required Family Services Credential and a four-year degree in a related field; (CNA) I or II. Experience and knowledge of child and family development with the ability to communicate in conversational Spanish is preferred. Must have a valid North Carolina Driver's License and general knowledge of community agencies and resources. Must be able to communicate effectively orally and in writing; able to handle multiple tasks with desire to assist others. Should possess the ability to interact effectively with at risk low-income families and interpret their needs to community agencies. Ability to communicate in a positive manner with unemployed, underemployed clients, employment agencies, businesses, and industries. Ability to type accurately at an average rate of 40 wpm and to operate common office machines including computers and laptops with a basic knowledge of data entry sufficient to compile client reports and follow-up activities. Ability to establish and maintain effective working relationships with program personnel, as well as staff in community agencies. Must possess a valid health examination (TB tine test and physical) issued by a licensed physician or the County Health Department and obtain a Certified Criminal Record Check Report.

### **Basic Functions:**

Perform as a resource person for services for participants and parents. Assist in the recruitment of participants for the Head Start/Early Head Start Program. Assist in the completion of children assessments, family partnership agreements, assistance plans, and family survey's and enrollment applications. Implement a comprehensive family services plan that identifies family goals, strengths, necessary services and other supports. Provide information and assistance to enrolled families in need of emergency assistance to include making referrals, and providing individual case follow – up. Maintain up to date database of family development and health activities. An employee in this class works with families in need of assistance, to include maintaining contact with various service agencies and keeping abreast of types of assistance available. Tact, courtesy, independent judgment, confidentiality and discretion are required in working with individuals of very limited economic means and with community service providers. Work is evaluated through reports and conferences.

## Specific Functions:

### Part I – Health Services

1. Ensure that all children have an accessible medical home.
2. Ensure that all children have a medical examination on file in the **first 30 days** of enrollment.
3. Follow-up on all health abnormalities on health assessments, i.e., physicals, immunizations and screening reports.
4. Assist with completing health rosters for screenings/ dental conducted at the center within 45 days of enrollment
5. Complete health / nutrition referrals as needed.
6. Help Early Head Start families arrange and keep prenatal, medical and dental appointments as required.
7. Maintain up to date insurance data for dental/medical treatment.
8. Accompany children to and from dental appointments.
9. Complete NC State immunization report annually
10. Maintain up to date accurate health tracking and follow-up on children.
11. Assist with documenting and completing vision screening, height, weight, and growth assessment on each child.
12. Assist with documenting hemoglobin and Hematocrit screening on each child.

### Part II – Family/Community Partnership Services

1. Encourage and promote family self-sufficiency by providing case management, advocacy, and resource linkage as needed.
2. Complete parent orientation activities.
3. Secure Family Partnership Agreements, enrollment information, assistance plans and other documentation needed on each enrolled family.
4. Make referrals and provide follow-up on each enrolled family as required.
5. Make home visits as required.
6. Assist parents with parent meetings and the selection of Policy Council representatives.
7. Prepare and **submit monthly, weekly**, and other reports as required.
8. Report cases of suspected of child abuse / neglect to supervisor.
9. Assist with the planning and implementing **male involvement** activities.
10. Assist with the development of a Family Community Resource Guide for Head Start/Early Head Start families.
11. Participate in required training and meetings.
12. Assist with organizing and carrying out parent involvement activities and support groups.
13. Transport parents when necessary to meetings, and community service offices.
14. Disseminate surveys, flyers, and newsletters as required.
- 15. Provide home base educational assignments as needed**
- 16. Work in the classroom when substitute staff cannot be secured.**
17. Maintain accurate, complete and confidential children/ family records.
18. Maintain professional relationship with parents, school faculty, community service providers, staff, and referral resources agencies.
19. Assist with the development and planning the Annual Family/ Community Resource Fair.

20. Facilitate planned and organized group socialization experiences twice a month.
21. Perform other duties as assigned.

**Part III – Enrollment, Recruitment, Eligibility Selection, Attendance, and Electronic Recordkeeping and Reporting**

1. Recruits eligible children within 12 miles radius district boundaries
2. Post recruitment flyers throughout the community and plan special recruitment activities during designated recruitment months.
3. Provide home visits and follow-up activities on children who are absent three days:
4. Prepare and generate required Child Plus reports such as:
  - a. Classroom Assignments
  - b. Transportation Schedules
  - c. Family Services Information
  - d. Extended Day Enrollment
  - e. Child Attendance
  - f. Child Health Service
5. Input family and health services data in Child Plus