

I, _____, certify that I have read and understand the Qualifications and Functions of this Position Description.

Signature

Date

POSITION DESCRIPTION

Choanoke Area Development Association, Inc.

Position	Part-Time Bilingual Family Services Specialist Floater		Date:	September 2020
Overtime Status	Non – Exempt		Grade:	2
Salary Range				
Site Location	Assigned Center	Program Period	25 hrs. Weekly/42 wks.	
Department	Head Start/Early 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. (CNA) I or II. Experience and knowledge of child and family development with the ability to communicate in conversational and written Spanish is required. 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. Must have the ability to translate documents from English to Spanish.

Basic Functions:

Staff in this position serves as the interpreter for the Head Start/Early Head Start program, as a resource for non-English speaking families seeking services, as an outreach recruiter for non-English speaking families and a liaison with the community and other agencies for non-English speaking families. Perform as a resource person for services for

participants and parents. Assist in the recruitment of participants both English and non-English speaking. Assist in the completion of applications for the Head Start/Early Head Start program. Provides information and assistance in making available community resources for families in need of assistance to include emergency / crisis situations, making referrals, providing individual follow-up. Work includes maintaining contact with various service agencies and keeping abreast of types of assistance available. Duties include: assisting teachers and parents to communicate; providing/coordinating/documenting family services for HS/EHS Hispanic families; conducting/assisting with assessments for children/participants; translating CADA documents and program materials from English into Spanish; assisting non-English applicants to apply for services including securing needed documents and translating for CADA staff official Spanish documents such as birth certificates. An employee in this class works with families in need of emergency assistance, housing, and employment and stays current on available resources. 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. Maintain up to date database of family development and health activities. 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. Work is performed under the supervision of the center supervisor and Family Engagement Manager.

Specific Functions:

Part I- Bilingual Services:

1. Recruit Hispanic families for HS/EHS Program;
2. Assistant with designing a campaign to reach non-English speaking families/communities;
3. Assist non-English speaking families to apply for CADA and community resources/programs;
4. Coordinate and translate as needed for non-English speaking families for required parent/teacher conferences and home visits for the purpose of assessment and support, and to share information on classroom progress and educational strategies at school and at home;
5. Coordinate and serve as an interpreter for regular parent meetings and trainings;
6. Provide PFCE and health services for Dual Language Learning (DLL) families enrolled in the Head Start and Early Head Start programs.

Part II – 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 III – 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 classrooms when a substitute cannot be secured.**
- 17. Work as a temporary fill-in where Family Service Specialist positions are vacant to the extent possible.**
18. Maintain accurate, complete and confidential children/ family records.
19. Maintain professional relationship with parents, school faculty, community service providers, staff, and referral resources agencies.
20. Assist with the development and planning the Annual Family/ Community Resource Fair.
21. Facilitate planned and organized group socialization experiences twice a month.
22. Perform other duties as assigned.

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

1. Recruits eligible children within 12mile 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 ChildPlus 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 ChildPlus

PHYSICAL REQUIREMENTS

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc on the outside play areas.
- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
- E. Ability to run, jump, walk, etc. at a swift pace.
- F. Be able go up or down stairs or uneven surfaces.
- G. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve a child or item. Carrying a child when necessary.
- H. Sitting from a standing or stooping position.
- I. Physically able to remain outside and interact with children during the entire outside play times.
- J. Floor play- providing developmentally stimulating activities on the floor for children crawling, sliding on their stomachs, rolling over, etc.
- K. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- L. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.