

FAMILY SERVICES SPECIALIST I**NATURE OF WORK**

This is responsible work assisting in the implementation of the Head Start Program Performance Standards. An employee in a position allocated to this class is responsible for (depending on area of assignment) recruitment and enrollment of children into the Head Start program. Work also involves facilitating Parent Involvement and Parent Committee meetings, making referrals, home visits and follow-up. Work is performed under the general supervision of the Center Manager, with input from the Family and Community Partnership Supervisor and is reviewed through conferences, reports and monitoring and results of services.

EXAMPLES OF WORK

Recruits and enrolls children into Head Start.
Documents case activities.
Coordinates the preliminary medical screenings of children; transports children to medical and dental appointments.
Conducts periodic home visits.
Facilitates parent involvement at the center.
Ensures parents are aware of available resources; makes and accepts referrals to and from other agencies.
Maintains current and accurate records.
Participates and conducts training for parents and staff.
Ensures confidentiality of families' records.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the economic, social and cultural needs/differences of the target population.
Considerable knowledge in service delivery.
Knowledge of available community resources.
Some knowledge of Head Start goals and objectives.
Ability to communicate effectively, both orally and in writing.
Ability to organize tasks.
Ability to work independently and within a team structure.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with a BS degree in Sociology or Psychology; one(1) year experience working with the economically disadvantaged or any equivalent combination of related training and experience.