JOB SPECIFICATIONS

JOB TITLE: Assistant Family Service Worker

SUMMARY OF JOB

The primary function of the Assistant Family Service Worker (AFSW) is to work with the center Family Service Worker to recruit children, ensure that Head Start services are provided to enrolled children and their families, and maintain an open channel of communication between families and Head Start personnel. The AFSW will work with families to identify their strengths and needs and develop a plan of action to meet those needs. The AFSW will inform parents and neighborhood residents of services offered through Head Start and other programs of Total Community Action, Inc. The AFSW will refer parents to the Family Service Worker when appropriate. In addition, the Assistant Family Service Worker will participate in parent education activities, make home visits and provide emergency transportation. The AFSW and the Family Service Worker will work as a team to build relationships with parents, guardians, and staff that support parent engagement and ensure positive outcomes for children.

JOB DUTIES

1. Develop open channels of communication with parents, neighborhood residents and the Head Start center, through intake and/or outreach procedures.

2. Assist families in identifying their needs and developing a Family Partnership Agreement to address those needs.

3. Assist parents in accessing program and community services that supports their well-being.

4. Works with the Family Service Worker, parents, teachers, caregivers, and other center based staff in planning parent education programs designed to strengthen family life, increase knowledge and skills, and provide parents the opportunity to connect with peers. To encourage parents to participate in these programs.

5. Maintains orderly and accurate records, including data entries, to provide information needed to facilitate program services.

6. Completes tasks in a timely manner.

7. Attends monthly Head Start center parent meetings, staff meetings, orientation, and social services monthly trainings.

8. Provides transportation on an emergency basis to families/children in the center.

9. Ensures that children and family information is treated in a confidential manner and that the records are maintained in a locked file when not in use.

10. Meets with the Family Service Worker weekly to share information on families to ensure that both workers are knowledgeable of the needs of each family and the services being provided.

QUALIFICATIONS AND REQUIREMENTS

1. Must have at least two (2) years of college, however, other forms of credentialing may be substituted (i.e. minimum of five years of experience working with children and families in a field of social service).

2. Must be able to work as part of a team and to work with people from various socioeconomic and educational backgrounds.

3. Must have transportation and hold a valid driver's license.

4. Must be of sound physical and mental health.

5. **Skills in data entry are required.**