

JOB SPECIFICATIONS

JOB TITLE

Family Service Worker

SUMMARY OF JOB

The Family Service Worker (FSW) will recruit and enroll children in the Head Start program and ensure that Head Start program services and community resources are available to enrolled children and their families. The Family Service Worker will work with families to develop a strength-based plan of action to meet their needs and will inform neighborhood residents and the community about the services provided through the Head Start program and other programs of Total Community Action, Inc.

The FSW will be responsible for maintaining accurate data on each family in order to facilitate program services and to assess their impact on the families we serve and will be responsible for providing ongoing guidance and supervision to, and coordinating the duties of, the Assistant Family Service Worker. The FSW his or her assistant will work as a team to build relationships with parents and guardians that support parent engagement and ensure positive outcomes for children.

The Family Service Worker and his or her assistant will work collaboratively with Teachers, Caregivers, and other center-based staff to ensure that children are adjusting to Head Start and are achieving positive outcomes.

JOB DUTIES

1. Recruit and enroll children and families to receive Head Start services.
2. Develop and maintain open channels of communication between Head Start, the family, and the community.
3. Inform families of Head Start services and promote parent engagement in all facets of the program.
4. Enter family data in program database accurately and in a timely manner to facilitate program services. Report needs of children and parents to appropriate content area specialists. Protect the confidentiality of all information.
5. Collaborate with community agencies to ensure that families have accessibility to services that support their well-being.
6. Provide training and education to families in using available resources and obtaining community services. Advocate for needed services in the community.

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7. Assist staff with developmental screenings, and review health records to ensure that children receive recommended treatment and follow-up. Make home visits to families as needed or required.
8. Assist parents in the development of appropriate service plans, i.e. Family Partnership Agreement, Individual Family Service Plan (IFSP), Individual Educational Plan (IEP).
9. Assist parents with transitional activities into Head Start and from Head Start to other educational settings.
10. Participate in social service trainings, staff meetings, monthly center parent meetings and other gatherings as required.
11. Guide and supervise the work of the Assistant Family Service Worker, to ensure accuracy and quality service to families.
12. Meet weekly with the Assistant Family Service Worker or other Family Service Worker to share information on families so that both workers are knowledgeable of each family's needs and of the services that are being provided.
13. Collaborate with Teachers, Caregivers, and other center based staff to provide seamless services to assist children and families.

QUALIFICATION AND REQUIREMENTS:

1. Must have a Bachelor of Social Work or a Bachelor of Science/Arts in a related field of study.
2. Must have a minimum of two years experience in working with children and families in a field of social service.
3. Must be sensitive to and willing to work in addressing the needs of children and families of various cultures and socioeconomic backgrounds.
4. Must be able to use standard English grammar in writing and speaking.
5. Ability to communicate in Spanish verbally and in writing is desirable.
6. **Must be able to accurately enter data into the computer.**
7. Must be in good physical and mental health.
8. Must have a valid driver's license and transportation.

