

CAROLINA COMMUNITY ACTION, INC.
POSITION DESCRIPTION

POSITION TITLE: FAMILY SERVICES CASEWORKER

FLSA STATUS: Non-Exempt
COMPONENT: Head Start

POSITION GRADE: 8
LOCATION: North Chester Head Start

REPORTS TO: Duties - Family Services/Community Partnership Manager
Attendance - Center Director

PREPARED BY: FSCP Manager
APPROVED BY: HR Manager

DATE: July 10, 2018
DATE: July 16, 2018

SUMMARY

To work with Head Start families in planning and implementing parent activities, and ensure that a program of experiences and training activities is provided which supports and enhances the parental role as the principal influence in the child's education and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary

1. Enrollment of children in Head Start program.
2. Recruitment of children for Head Start program.
3. Home visits – visit families to access needs.
4. Parent meetings – schedule/coordinate monthly parent meetings.
5. Make referrals to community agencies as needed or assessed.
6. Manage case files according to Head Start Standards.
7. Generate information to Head Start families of center activities and file updates.
8. Conduct weekly classroom interaction.
9. Maintain and submit monthly parent meeting minutes and attendance to FSCP Manager
10. Telephone correspondence with parents.
11. Process monthly reports that include, but are not limited to: attendance reports, mileage, status report, and itinerary.
12. Coordinate monthly parent meetings.
13. Attend monthly FSCW meetings.
14. Attend training and development workshops.
15. Participate in annual recruitment and enrollment processes.
16. Other duties as assigned.

Secondary

1. Assist classrooms with pictures.
2. Assist teacher if assistant is absent.
3. Assist with field trips, meals, etc.

PERFORMANCE STANDARDS

Family Partnerships

Engage in a process of collaborative partnerships with individual families to develop a “Family Partnership Agreement.” The process includes establishing mutual trust; identifying family goals, strengths, and necessary services and supports; establishing the roles that staff and families will play in addressing the goals; and building upon, as appropriate, information obtained from the family and other community agencies concerning pre-existing family plans and goals.

Work collaboratively with participating parents to identify and access services and resources that are responsive to each family’s interests and goals.

Ensure that parents are provided opportunities to enhance their own parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children, and to participate in medical, dental, nutrition, and mental health education programs.

Ensure that parents and children are provided opportunities to participate in family literacy services, either directly or through referrals to other local agencies.

Assist parents in becoming their child’s advocate with schools and other community agencies by: providing a staff-parent meeting at the end of a child’s enrollment to discuss the child’s progress; providing education and training to parents to prepare them to exercise their rights and responsibilities concerning their child’s education; and assisting parents to communicate with teachers and other school personnel.

Community Partnerships

Take an active role in community planning and establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs.

Establish and maintain a Health Services Advisory Committee and other advisory committees deemed appropriate.

Establish and maintain procedures to support successful transitions for enrolled children and families from previous childcare programs into Early Educational Services or Educational Services and from Educational Services into elementary school or other settings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A Bachelor’s Degree (B.A.) from a four-year college or university in Social Work or related field; or at two to four years’ related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER QUALIFICATIONS

Incumbent must demonstrate the ability to work effectively with low-income families. Employee must pass an annual physical, TB screening, and submit to random drug screenings.

OTHER SKILLS AND ABILITIES

Incumbent must demonstrate the ability to work and communicate effectively with low-income families and people at many different levels; a working knowledge of a desktop computer, related software, printer, copier, calculator, fax, and phone. Employee must be able to drive an automobile.

CERTIFICATES, LICENSES, REGISTRATIONS

Incumbent must possess a valid drivers' license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk, stand, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SPECIFICATION

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.