



Cincinnati-Hamilton County Community Action Agency

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Phone: (513) 569-1840 * Fax: (513) 569-4354 * Website: www.cincy-caa.org

JOB DESCRIPTION

Position Title:	Family Service Worker	FLSA Status:	Non-Exempt
Division:	Head Start	Pay Grade:	6
Work Hours:	Varies by site operations hours, 80 bi-weekly	Revision Date:	June 2016

Work Location:

Cincinnati-Hamilton County Community Action Agency * 1740 Langdon Farm Road * Cincinnati, Ohio 45237

POSITION SUMMARY

To promote family wellness and parent involvement programs and to support the implementation of the family partnership process in accordance with Head Start Performance Standards, federal, state, and local laws and regulations, and CAA policies. Operate as a liaison between classroom and home settings in the area of education, and child development.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Assist families in the development of Family Partnership Goals and other necessary follow up.
2. Assess family goals and provide recommendation and referral for relevant community resources.
3. Maintain monthly contacts i.e. - phone calls, group activity, home visits, and classroom visits to promote partnership and provide for regular communication.
4. Monitor progress on Family Partnership goals.
5. Prepare and distribute follow up containing pertinent information requested by the family timely
6. Assist with kindergarten transition of child and family out of Head Start.
7. Promote family literacy.
8. Work with parents to establish regular attendance for their child.
9. Participate in recruitment efforts/activities for assigned sites.
10. Plan and facilitate parent orientations to the program.
11. Coordinate parent meetings assisting parents to take the leadership role
12. Advocate and collaborate with community agencies to support child, family and agency outcomes.
13. Maintain regular contact with children in the classroom settings.
14. Participate in referral and Concern Child Process (individual family service plan /IFSP) processes as needed.
15. Maintain on-going contact with teaching staff in order to share relevant home information and gain information regarding child performance in the classroom.
16. Provide information relative to Head Start health and nutrition requirements; support families in completing vaccination, physical, dental and nutrition screenings.
17. Document and track follow-up needs, Family Partnership Goals, health, dental, nutrition, hearing and vision concerns
18. Document all significant parent contacts and home visits in Child Plus.
19. Document support consultation to teachers regarding particular concerns with families at scheduled staff meetings.

The above statements are intended to describe the general nature and level of the work being performed by staff

assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have:

1. A Bachelors degree in Social Work, Psychology or a related field from an accredited college or university.
2. Two (2) years of social service experience.
3. Ability to communicate effectively with parents, community stakeholders and executives.
4. Proficiency and computer experience in Microsoft Office applications.
5. A valid driver's license and insurability.
6. Demonstrated knowledge of Head Start service delivery.
7. Experience working with diverse populations, including low to moderate-income families.
8. Ability to multi-task and to prioritize duties.
9. Ability to frequently drive to and from local resource agencies in all weather conditions and to conduct outdoor and indoor activities in warm and cold temperatures.
10. Ability to input data into computer database for long periods of time.
11. Ability to analyze and interpret data and to handle problem resolution.
12. Willingness to accommodate planned and unplanned travel to and from Head Start Center and other C-HCCAA or meeting/conference locations, including overnight and/or out of town travel.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

WORK ENVIRONMENT:

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

PHYSICAL DEMANDS:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Walk, bend, kneel, and reach;
- c. Lift a 20-60 lb. child, using all safety precautions;
- d. Stand, sit, and play with infants and toddlers for long periods of time;
- e. Conduct both outdoor and indoor activities, in both warm and cold temperatures;
- f. Talk, hear, and communicate with parents;
- g. See and be able to read, write, and interpret written documents.

ORGANIZATIONAL STRUCTURE:

Reports to: Family Service Supervisor

Manages: None

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.

*Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or "at-will," meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee's employment, or otherwise alter an employee's position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.*