

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Family Resource Specialist
Division: Head Start
Reports to: Area Supervisor
FLSA Status: Non-exempt
Revision Date: December 22, 2016
Job Classification: Grade 5

SUMMARY

The Family Resource Specialist is responsible for recruiting families, taking applications, enrolling children into the program, and ensuring all health requirements are met. Complies with all licensing rules and state laws regarding the mandatory reporting of child abuse and neglect.

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

1. Recruits low income families, completes applications, enrollments and sends in status change as necessary.
2. Plans and implements parent engagement and volunteer efforts.
3. Checks on children who have been absent and follows attendance policy.
4. Works with parents and teachers as a team to increase awareness of services and required trainings.
5. Recruits and assists in training volunteers and completes necessary forms regarding volunteer participation.
6. Acts as a Head Start public relation person by speaking to civic groups and community organizations and develops professional relationships with the community.
7. Maintains records required by the Head Start Performance Standards such as calendars, notes to parents, records of parent meetings and trainings, and contacts with other community agencies.
8. Works with parents to ensure that medical services are arranged and provides transportation when necessary.
9. Serves as liaison between Head Start, health-care professional, and families.
10. Communicates effectively with staff to ensure effective component coordination.
11. Fills-in for bus drivers and bus monitors and other staff as needed.
12. Provides assistance to classroom staff before, during, and after meal time.
13. Serves as an advocate for Head Start families by completing home visits, assisting families with goal setting and making appropriate referrals.
14. Completes documentation and all ChildPlus data entry and accesses reports as needed.
15. Works with the classroom staff to ensure the center reaches their required in-kind goal.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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

At a minimum, a credential or certification in social work, human services, family services, counseling, or a related field within eighteen months of hire. Six agency “approved” college classes toward an Associate’s or Bachelor’s degree in the field or social work, human services, family services, counseling, or a related field will be considered equivalent to a credential or certification.

LANGUAGE SKILLS

Ability to read 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 organizations.

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.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Intermediate personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Ability to prioritize and organize assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a valid Class “C” Commercial Driver’s License, have reliable transportation, and meet Missouri automobile liability minimum requirements. Must complete 12 clock hours of approved training annually.

PHYSICAL DEMANDS The physical demands 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 talk or hear; and use hands to finger, handle or feel. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand and walk; climb or balance; and stoop, kneel, crouch or crawl. The employees is required to do light physical activating performing non-strenuous daily activities of an administrative nature. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

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.

The working conditions are well-lighted, heated and/or air-conditioned indoor office/shop environment with adequate ventilations. The noise level in the work environment is usually moderate

Employee Signature

Date

Employee Name