

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Family Support Assistant
Division: Early Head Start
Reports To: Area Supervisor
FLSA Status: Non-exempt
Revision Date: June 1, 2019
Job Classification: Grade 3

SUMMARY

The Family Support Assistant performs general office duties and secretarial tasks in one or more locations. Provides support to the Home Visitor position and is responsible for performing and documenting hearing and vision screening of newly enrolled children throughout the year and performs rescreens on children who fail initial screenings. Works with Home Visitors and parents to refer children to local medical providers for further evaluation if needed.

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

1. Greets visitors either on the phone or in person warmly and respectfully.
2. Completes applications and assists with recruitment.
3. Keeps toys and materials clean and organized.
4. Assists in the planning, set-up, and clean-up of socializations.
5. Purchases materials as needed for home visits and socializations.
6. Provides and schedules transportation for families.
7. Assists in obtaining and documenting health and dental records from healthcare professionals in the community.
8. Provides Home Visitors reports to assist them with tracking program requirements.
9. Assists in preparing items for home visits.
10. Composes and types routine correspondence to program participants in an efficient and accurate manner.
11. Assists Home Visitors in obtaining and calculating non-federal match monthly.
12. Assists with childcare at parent meetings, parent trainings, and Policy Council meetings.
13. Maintains the site's Socialization Binder.
14. Assists in the entry and attachment of participant data into the computerized participant tracking system. Maintains digital files.
15. Picks up and drops off mail and other items to and from the central office.
16. Ensures paperwork related to socializations and other parent engagement events are submitted on time to the central office.
17. Ensures the safe-guarding of gas cards and dispenses cards when approved by the supervisor.
18. Orders and maintains office supplies, forms and materials.

19. Assists on home visits when requested by the supervisor.
20. Collaborates with Home Visitors and performs hearing and vision screenings on children throughout the year and performs re-screens on children who fail initial screenings.
21. Works with Home Visitors to refer children to local medical providers for further evaluation.
22. Assists Home Visitors in communication with parents through the online child portfolio program and other methods.
23. Ensures active supervision of children in all settings.
24. Conducts Health & Safety checks before socializations located off-site to ensure space is safe for staff, children, and families.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and work in harmony with others. 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

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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.

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 handle multiple projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver’s license, reliable transportation and meet Missouri automobile liability minimum requirements.

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 use hands to finger, handle or feel; reach with hands and arms; or talk and hear. The employee frequently is required to sit; and stoop, kneel, crouch or crawl. The employee is occasionally required to stand, walk, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 25 pounds. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee is required to have manual dexterity sufficient to reach/handle items works with the fingers, and perceives attributes of objects and materials. Specific vision abilities required by this job include close vision, distance vision, color 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.

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

Employee Signature

Date

Employee Name