

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

Program:	Early Childhood Program	Reports To: FC Manager/Coordinator
Job Title:	Family Service Worker	Supervises: No supervisory duties
Job Location:	As assigned	
Job Classification:	Seasonal, Hourly, Part or Full Time/ Union Position	

QUALIFICATIONS

Experience: Experience working with families of young children using a strength-based approach preferred. Training in group facilitation is also preferred.

Education: A minimum of an associate's degree in early childhood education or associate's degree in human services, social work, or related field is required. Bachelor's Degree in human services, social work, or related field is preferred. A certification in social work, human services, family services, counseling, or a related field must be attained within 18 months of hire for degrees other than human services.

Other Factors: A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 1-4 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must have reliable transportation and a valid driver's license with no more than six points.

Must be available for flexible work hours to include days, evenings, occasional weekends, and summer months.

Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

MISSION STATEMENT

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

ESSENTIAL FUNCTIONS

1. Constant and active supervision is maintained when staff member is working with children, in any capacity.
2. The health and safety of children in the care of the program is a priority for staff in any capacity.
3. Develop and maintain a working knowledge of the Head Start Performance Standards with special attention to Child Health, and Family/Community Partnerships aspects.
4. Assist in planning, implementing, and tracking child health, family development, parent involvement, and special needs.
5. Provide parent education and resources around child health and nutrition.
6. Develop and sustain relationships with families by maintaining frequent contact (e.g., home visits, phone calls, informal contacts) with them.
7. Work in partnership with parents to identify, implement and monitor progress towards individualized goals that address parent, child and family needs.
8. Provide referral assistance and guidance to families in crisis.
9. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program.
10. Support parents in the development of advocacy skills.
11. Advocate on the behalf of children and families by identifying resources to address the needs of families to assure cooperation and information sharing.

12. Serve as lead of the center team in planning and facilitating center parent involvement activities to include center parent groups, parenting classes, family socializations, and other parent involvement activities as assigned.
13. Assist with parent involvement activities as assigned, to include, but not limited to: providing child care, food service, activity prep and clean up.
14. Work as an effective team member in providing quality child development/health, disabilities and transportation services that meet or exceed all regulatory requirements as directed.
15. Support the programs efforts to generate Non-Federal Share.
16. Actively support program efforts to initiate and maintain community partnerships to promote communication, cooperation and sharing of information among local, state, or national committees/advisory groups/boards to improve services to children and families.
17. Facilitate the transition of children and families exiting the program.
18. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
19. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
20. Develop and implement ongoing professional development goals as approved and/or assigned.
21. Schedule and complete applications for the Early Childhood Program in an accurate and timely manner.
22. Participate in recruitment efforts as assigned or needed.
23. Promote the integration of training into the program and help to provide education for parents, staff, and children.
24. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
25. Complete all documentation and reporting requirements in an accurate and timely manner.
26. Maintain regular and punctual work attendance.
27. Abide by all CAA/Early Childhood Personnel Policies.
28. Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.