



## JOB DESCRIPTION

<b>Job Code:</b>	05000025	<b>Job Title:</b>	Family Services Worker
<b>Status:</b>	Non-Exempt	<b>Division:</b>	Eckerd, Community-Based
<b>Program/Dept(s):</b>	Early Head Start	<b>Location(s):</b>	Florida

### **I. Position Concept**

Supports and assists families as they identify and meet their own goals through a family-centered case management model for developing and carrying out the program family partnership agreements, including responsibility for child files, enrollment/applications, etc. Promotes and maintains the health of children enrolled in the Eckerd Early Head Start program. Performs a variety of technical and clerical duties to implement all aspects of the HS/EHS ERSEA and Health Component. Participates in the HS/EHS Quality Assurance efforts.

### **II. Essential Functions**

- Coordinates with center staff operations to integrate family partnership goals with classroom efforts and to ensure integrated child and family curriculum.
- Participates in team management functions of planning, implementing and evaluating family and community engagement goals and objectives.
- Responsible for all health related tracking and follow-up, including but not limited to, physical exams, special health needs, dental exams, dental follow-up, and immunizations.
- Works cooperatively with families and medical providers to obtain complete medical and developmental history for each child who enrolls in the Early Head Start Program.
- Identifies and assesses medical needs of children in collaboration with contracted nurse; arrange for treatment or refer parents to providers for treatment.
- Completes home visits as needed.
- Participates in in-service, workshops, conferences and college courses to enhance skills.
- Recruits prospective families and assists with enrollment process.
- Works cooperatively with local agencies to assist families to linkup with services in the local community.
- Completes developmental, speech/language, social emotional, vision, and hearing screenings on each Early Head Start child within 45 days of enrollment.
- Measures heights and weights two times per year on each enrolled child and generates BMI charts for child files.
- Ensures compliance with Federal, State, and local laws, codes and regulations regarding physical exams and immunizations.
- Conducts and documents follow-up on all referrals.
- While respecting family confidentiality, regularly shares information with teachers to ensure coordinated services that meet the needs of individual children and families.
- Provides health, safety and family literacy activities to parents, as appropriate.
- Assists locating medical and dental homes for children enrolled in Early Head Start program.
- Transports children to dental/mental appointments as needed.
- Participates in health related staffing and screening conferences.
- Notifies Health/Disabilities and Supervisor specialist of all special health needs for children and ensure health care plans are placed in child's files.
- Follows up to ensure health care plans are properly implemented by classroom staff.
- Observes children in classroom or family home to detect health care needs.
- Develops a working knowledge of community resources, and visits, at least annually, with major agencies for service delivery updates and community resource guide updates.
- Maintains positive relationships with community partners.
- Attends parent/teacher conferences as requested.
- Ensures an appropriate written transition plan is prepared for all children, six months prior to their third birthday.
- Documents all efforts to assist families, tracks family partnership efforts and outcomes, records, monitor and follows up on referrals, and submits reports as required.
- Completes Program Information Report data.
- Maintains strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

### **III. Other Duties Include, But Not Limited To**

- Participate in training and development activities as required.
- Report any acts, incidents or conditions that reflect the possibility of inappropriate youth-to-youth or staff-to-youth relationships.
- Report any use of physical force and all unusual incidents per Eckerd policy and state guidelines.
- Perform other duties as assigned.

### **IV. Knowledge, Skills and Abilities**

- Considerable knowledge of the principles and practices of social work and human behavior.
- Knowledge of human development and health.
- Knowledge of social services and health services available in the area.
- Knowledge of computer data entry processes.
- Knowledge of family-centered practices.
- Ability to communicate (verbally and written) effectively and appropriately with others.
- Ability to write reports and business correspondence.
- Ability to train and provide presentations to large and small groups.
- Ability to calculate amounts by adding, subtracting, multiplying, dividing and figuring percentages.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to make recommendations and develop implementation strategies.
- Basic computer skills.
- Ability to work independently as well as in a team environment.
- Exceptional organization skills and attention to detail are required and the candidate must be able to meet designated deadlines.

### **V. Minimum Qualifications**

**Education:** High school diploma or G.E.D. required; Associate's degree or higher, from an accredited College or University, in Social Work or Human Services or related human services field preferred.

**Experience:** One year of related experience with children and families in a social services environment required; Head Start/Early Head Start experience preferred. Bilingual preferred: English/Spanish or English and other languages present in the local area.

**Physical Demands:** Must be able to lift a minimum of 45 pounds.

**Other:** Must meet state criminal background check requirements.

**Travel:** Must be able to meet requirements for Eckerd's Auto Insurance and be able to drive for business purposes. Must maintain an appropriate and valid state driver's license.-