

## NOTICE OF VACANCY

Murray Head Start is seeking qualified applicants for the following position:

### **HEAD START FAMILY SERVICE WORKER GRAVES COUNTY**

#### **MAIN JOB RESPONSIBILITIES:**

- Implements family services delivery in assigned district(s) in accordance with Head Start Program Performance Standards, agency policies and procedures, and program goals and objectives.
- Provides resource assistance to families as requested.
- Maintains complete, current and accurate family services records.
- Develops partnerships and positive relationships with families and community agencies.

#### **QUALIFICATIONS:**

This position requires a minimum of a bachelor's degree in social work or a related field. Experience working with families is preferred. Strong organizational and communication skills and the ability to work independently are necessary. Criminal background check(s), recent medical exam and TB skin test/assessment are required prior to start date.

For additional details, see the Job Description below.

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Interested persons may request an application from the Murray Head Start office by calling (270) 753-6031 or by accessing an application online at <http://www.headstart.murray.kyschools.us/downloads.asp>.

Submit application to:

Murray Head Start  
ATTN: Human Resources  
208 South 13<sup>th</sup> Street  
Murray, KY 42071  
OR  
Fax: (270) 753-8599

[heather.newsome@murray.kyschools.us](mailto:heather.newsome@murray.kyschools.us)

#### **DEADLINE**

Applications will be accepted until position is filled.

Posted 5/21/18

*Equal Opportunity Employer*

## MURRAY HEAD START JOB DESCRIPTION

### **Job Title: FAMILY SERVICE WORKER**

Department: Head Start

Reports to: Assigned Family Services Coordinator or Specialist

Classification: Classified

FLSA: Non-Exempt

Policy Council Approval: May 14, 2015

**POSITION SUMMARY:** This position is program services position responsible for the delivery of family services in the assigned district according to federal and state regulations. The Family Service Worker directly supervises assigned Family Advocates and works collaboratively with management staff and school district partnership personnel.

### **QUALIFICATIONS:**

This position requires a minimum of a bachelor's degree in social work or a related field. Experience working with families is preferred. Strong organizational and communication skills and the ability to work independently are necessary.

### **JOB RESPONSIBILITIES:**

1. Implements family services delivery in assigned district(s) in accordance with Head Start Program Performance Standards, agency policies and procedures, and program goals and objectives.
2. Directly supervises assigned Family Advocates.
3. Provides resource assistance to families as requested.
4. Maintains complete, current and accurate family services records.
5. Develops partnerships and positive relationships with families, school district personnel, and community agencies.
6. Positively promotes Murray Head Start within the school district and community.

### **SPECIFIC DUTIES AND PERFORMANCE RESPONSIBILITIES:**

#### **GENERAL:**

1. Work as a team member with the entire staff and attend district staff meetings and trainings when required.
2. Warmly receive parents to the office and classrooms.
3. Attend scheduled workshops, Family Services meetings, advisory committees and trainings.
4. Establish and maintain accurate and up to date records on each child and family. Maintain confidentiality of information and records.
5. Follow FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Information Privacy Act) regulations as they pertain to the program.

6. Answer the phone, copy, collate, file and other office duties as needed.
7. Be responsible for assigned Child Plus data entry and self-monitor for accuracy and completeness.
8. Be familiar with Child Plus reports and be able to answer basic questions.
9. Use word processing accurately and appropriately. Obtain required approval when sending letters out from the office.
10. Demonstrate accountability to supervisor(s) and follow program procedures for absences, timesheets, reports, forms and supplies.
11. Establish and maintain a working relationship with local school district personnel, medical providers, local community agencies and partners. Participates in community groups to improve services to our families. Works to increase awareness of Head Start in the community.
12. Coordinate technology problems with school district technology representative, Head Start Child Plus representative or Head Start supervisor.
13. Establish and use a system for supervising and sharing information with other Family Service staff in the office. Defines responsibilities and provides appropriate guidance.
14. Participates in the annual program self-assessment.
15. Other tasks as assigned by supervisor(s).

**ERSEA:**

1. Recruits eligible children within service area boundaries. Is responsible for partnering with school districts and local agencies to recruit and enroll children and to provide publicity such as posters and flyers in target areas, using the media effectively, and conducting house to house canvassing when necessary.
2. Plans, organizes and oversees registration days. Assists parents in completing application process.
3. Assists at registrations in other districts as needed.
4. Responsible for enrollment of children throughout the year, maintains full enrollment within thirty days of an opening.
5. Updates enrollment information in Child Plus as changes occur so that data is always accurate. Completes all registration forms. Provides regular registration or enrollment reports to the central office as requested. Monitors the accuracy of those reports.
6. Provides follow-up on absentees who miss four days in a row or who have irregular attendance. Works with families to resolve problems causing absenteeism. Follows procedures for dropping children who have chronic absenteeism.
7. Responsible for Average Daily Attendance (ADA) record keeping. Enters data in Child plus, and monitors ADA weekly percentage. Provides follow-up of children with absent four or more days consecutive days or with irregular attendance.
8. Ensures that appropriate records are forwarded to local school districts at the end of the school year for transitioning children.

**FAMILY SERVICES:**

1. Assists in the development and annual revision of Community Resource Lists and makes sure every family receives one.
2. Develops Family Partnership Agreements with enrolled families. Works with families to establish goals and achieve goals.
3. Provides case management for families including the provision of direct social services and crisis intervention as needed. Referral to other agencies as needed for services beyond the scope of the program.
4. Provides follow-up to ensure that goals and needed services are completed. Tracking updated in paperwork and in Child Plus.
5. Provides parents/guardians with short term counseling, provides emotional support to parents in crisis.
6. Works with community agencies to ensure that families receive Christmas assistance as needed.
7. Documents all contacts with families appropriately and ensures that tracking of contacts and services are up to date in Child Plus.

8. Makes home visits to families as needed.
9. Reports child abuse/neglect and domestic violence situations according to Head Start procedures.

#### **PARENT ENGAGEMENT:**

1. Develops or monitors the development of the Parent Training Program jointly with the Parent Committee, organizes the presentation, publicizes the event, attends trainings, arranges child care, transportation and refreshments as needed. Covers all required trainings as well as trainings that meet the needs of currently enrolled families. Collaborates with other community agencies which provide parent trainings.
2. Recruits, motivates, orients, and trains volunteers. Makes an effort to reward and thank volunteers at center/district level.
3. Explores and develops creative and innovative methods of encouraging parent participation.
4. Attends and participates in parent meeting, training and social activities. Assists with setup/cleanup.
5. Prepares monthly volunteer hour and in-kind report in an accurate and timely manner by inputting information into Child Plus. Provides documentation to Central Office in a timely manner.
6. Establishes and maintains a written and verbal communication system with parents. Responsible for the publicity of special program or community events and opportunities for parents through notes, flyers, newsletters or personal contact.
7. Informs families of legislative issues and community issues affecting them.
8. Serves as staff advisor to the Parent Committee. Works jointly with officers to plan meetings, prepare agendas, conduct meetings and complete minutes.
9. Supervises the planning and conduction of all parent events such as trainings and social events.
10. Plans the appropriate use of Federal Share in conjunction with the parents. Is responsible for assisting the Parent Committee in budgeting use of money to cover entire year. Requests money in advance by following the purchasing procedures and provides receipts upon use of funds.
11. Conducts Policy Council and Parent Committee elections. Recruits nominees. Maintains contact with Policy Council members. Ensures their role as a liaison with Parent Committee, self-assessment team, committees, etc.
12. Coordinates scholarship nominations and opportunities available.
13. Responsible for annual updates and revisions to the Parent Handbooks.

#### **HEALTH AND NUTRITION:**

1. Secure initial health related information from parents including the “request for information” from medical agencies, physical and immunizations. Enforces health admission policies before entry into the classroom.
2. Ensure that all children receive the required health screenings within the set time frame by arranging appointments and screenings. Keep up to date immunization records and does not allow children to enter the classroom without current immunization certificate. Ensures data is documented and entered into Child Plus in a timely basis.
3. Follow up for children needing medical or dental services is done thoroughly, in a timely manner and is documented. Parents are notified and assisted in arranging follow-up treatment when necessary. Treatment tracking in Child Plus is kept up to date.
4. Children’s health folders are complete and continually updated and include proper “hard copy” documentation. Records are kept confidential.
5. Parents are encouraged to participate in their child’s health care. Information is provided to parents to assist them in understanding the health services their child will receive. Parents are kept informed of their child’s health needs through end of the year health summaries, letters home, etc.
6. Provides data, information and reports to the Health Specialist as requested. Monitors health reports (Child Plus) to check accuracy, discover data entry mistakes, track rescreens, etc.

7. Children’s health folders are complete and continually updated and include proper “hard copy” documentation. Records are kept confidential.
8. Parents are encouraged to participate in their child’s health care. Information is provided to parents to assist them in understanding the health services their child will receive. Parents are kept informed of their child’s health needs through end of the year health summaries, letters home, etc.
9. Provides data, information and reports to the Health Specialist as requested. Monitors health reports (Child Plus) to check accuracy, discover data entry mistakes, track rescreens, etc.
10. Establishes and maintains a positive working relationship with health and nutrition service providers and their staff.
11. Assist in coordinating appointments with parents and mental health consultants. Files mental health paperwork and enters appropriate data into Child Plus.
12. Work with the school district and First Steps providers to establish disability records and obtain diagnostic information. Keep disability data current in Child Plus.
13. Forward appropriate health records to the primary school at the end of the school year for transitioning children.
14. Serve as an advocate for children’s health needs. Assist families to obtain a medical home and medical insurance coverage by referral to appropriate agencies. Assist with making appointments to medical providers and provide transportation using a Head Start vehicle and car seat when needed. Report medical neglect when appropriate.
15. Work closely with the teaching staff regarding a child’s health needs (illness, head lice, etc.) scheduled appointments, and safety issues.
16. Be aware of children in the district with special health needs or that require medication on a regular basis. Notify teaching staff, transportation staff and food service staff of these issues.
17. Work with local food service personnel to ensure they have the paperwork needed to provide nutrition services to each child.

**The statements outlined in the above description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be assigned by the immediate supervisor.**

Performance of this job will be evaluated in accordance with provision of the Board policy and Murray Head Start policy on Evaluation of Personnel.

Offers of employment are conditional pending satisfactory receipt of a recent physical examination, TB skin test/assessment, criminal background check, and Murray Independent Board and Policy Council approval.

I, \_\_\_\_\_, have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Signature \_\_\_\_\_ Date \_\_\_\_\_