

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Family Worker

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Supervisor: Area Manager or Site Supervisor

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Family Workers work in collaboration with center staff to ensure children and families receive comprehensive services according to Head Start Performance standards.

### **Essential Duties and Responsibilities**

- Recruit, enroll and obtain appropriate records of children and families to ensure full enrollment and waitlists.
- Actively participate in parent or group meetings, community collaborations and affiliations in order to advocate for Head Start children and families.
- Ensure health requirements are met according to Head Start Performance Standards
- Perform recordkeeping, including written documentation, scheduled reports, and mandated reporting, in a timely, accurate, and confidential manner.
- Ensure regular communication with families regarding screenings, assessments, and surveys in order to provide needed information regarding medical, psychological, and social services as needed.
- Partner with the families on assigned caseload to identify child and family needs and appropriate ways of meeting those needs through family goals and referrals.
- Refer families and children to resources within SHS and community organizations for social service needs as necessary.
- Conduct home visits in conjunction with education staff and as social service needs arise.
- Attend or facilitate meetings and trainings as directed by supervisor.
- On-going professional development through education, role modeling, mentoring, and training.
- Assist teaching staff to meet licensing requirements within the class.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or government regulations.
- Ability to perform basic math, and to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to write using correct grammar, spelling and punctuation; and to organize documents accurately

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- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.

**Education**

*Minimum*

AA degree.

*Desired*

BA degree in Social Service, Child Development or related field.

**Training and Experience**

*Desired*

Two years of experience in related field.

**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 sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title