

**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Family Development Specialist

COMPONENT: Head Start

SALARY RANGE: \$10.58/hr.

CLASSIFICATION: Non-Exempt

DEFINITION AND PURPOSE:

Assist the Family and Health Services Coordinator in the planning and implementation of the Health Services and Family service areas.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Directly: Family Services Coordinator

Indirectly: Health Services Coordinator

Supervises: No one

Coordinates with: Early Head Start/Head Start Staff, Early Head Start/Head Start Central Staff Center Teams, Community Partners and Agencies

RESPONSIBILITIES:

- Assists Health and Family Services Supervisors and Coordinators in implementing recruitment process to ensure enrollment at funded level.
 1. Organizes and presents Head Start information programs to community groups as needed.
 2. Places posters and distributes program information fliers in areas of frequented by parents of preschool children.
 3. Assists Family Services Supervisor and Coordinators in maintaining a waiting list of children and who have completed the intake process and are medically cleared to enter the program.
 4. Notifies eligible families of entrance date for children.
 5. Assists the program in maintaining full enrollment at all times.
 6. Assists in maintaining 85% daily attendance for children enrolled in program by checking the attendance forms daily and contacting the

parents when children have been absent for three consecutive days, making home visits as necessary.

7. Collaborates with center teams before new children enroll to discuss placement and start dates.
 8. Arranged for families to visit the center prior to child's enrollment.
 9. Ensures that Family Development files are on site prior to child's enrollment.
 10. Sends Alert Form(s) to Behavioral Coordinator, Disabilities Coordinator or Supervisor of Health Services for known or suspected behavioral, disabilities or health/nutrition concerns.
 11. Reports to direct supervisor the status of center enrollment and attendance monthly or as requested.
 12. Makes contact with families in the Sprint to determine if eligible children are returning for the next program year.
- Maintains accurate and current files on all children on their caseload.
 1. Maintains current emergency contact information for each child enrolled.
 2. Ensures that intake packet is completed and accurate on all enrolled families.
 3. Maintains family contact sheets for assigned families.
 4. Maintains updated Family Partnership Agreement.
 5. Maintains updated Family Goal Sheet, if applicable.
 6. Maintains accurate enrollment, transfer and withdrawal information.
 - Ensures that all children's health records are current and up-to-date.
 1. Completes health, nutrition and dental history and forms upon enrollment.
 2. Obtains immunization records for each child and assess form completeness.
 3. Notifies parents of immunizations as they become due.
 4. Posts and updates allergy list in the center as needed.
 5. Submits copy of special dietary need to Food Service Manager as needed.
 6. Assists classroom staff in obtaining updated medications and medication forms as needed.
 - Ensures that all children and families have a medical and dental home.
 1. Requests health and dental provider information at intake.
 2. Requests health and dental insurance information at intake and every three months of enrollment.
 3. Assists families in obtaining an ongoing source of medical and dental care.
 4. Assists families in obtaining medical insurance.

5. Obtains documentation of a physical examination on all children within 30 days of enrollment.
- Ensures that all health and dental screenings for children are performed within 45 days of enrollment as needed.
 1. Works with Health Supervisor, Coordinator and center team to plan and conduct health and dental screenings for children.
 2. Records results of screenings in child's family development file.
 3. Refers any failed screenings to the Supervisor of Health Services.
 4. Tracks all screenings and referrals, including outcomes on the Health Screening Tracking Form.
 5. Prioritizes dental treatment needs for each child.
 - Ensures that all enrolled children receive dental services.
 1. Works with the parents and the Health Service Coordinator to encourage parents to take their children to the dentist.
 2. Refers children with dental emergencies or who are in pain to the Health Services Coordinator to assist with obtaining immediate services.
 3. Provides for or arranges transportation for parents and children to dental appointments as necessary.
 4. Refers any unmet dental needs to the Supervisor of Health Services.
 5. Requests dental information on children from family dentists for documentation.
 6. Records documentation of any written parent refusals for dental services in the child's file.
 - Compiles and sends health, nutrition, immunization and dental information to Health Coordinator monthly.
 1. Maintains a copy of data sheets in each child's file.
 2. Meets monthly with the Health Services Coordinator for health supervision.
 - Maintains documentation of all accidents and injuries for staff and children.
 1. Assists classroom staff in contacting parents in the event of a child's illness or injury.
 2. Sends a copy of Accident Report Forms to the Supervisor of Health Services monthly.
 3. Follows the injury policy to report serious injuries to the Supervisor of Health Services and follow TAP Human Resources Department in cooperation with classroom staff.
 - Organizes and advises center parent committee.
 1. Attends parent meetings monthly.
 2. Conducts election of center officers, services area committee representatives and policy council representatives.

3. Assists in providing parent officer training.
 4. Maintains a current list of parents serving on the center committee, services area committees and policy council.
 5. Notifies parents of meetings.
 6. Assists center chairperson in planning meetings, activities and trainings.
 7. Submits center agenda, minutes and sign in sheet to supervisor.
 8. Maintains center Parent Meeting Notebook.
- Assists parents in completing the Family Partnership Agreement.
 1. Establishes a relationship of mutual trust with assigned families.
 2. Makes program required visits to all assigned families.
 3. Assists family in completing the Family Strengths Worksheet.
 4. Assists family with developing the Family Goal Sheet.
 - Provides support services to Head Start families.
 1. Reviews Parent Handbook with the families.
 2. Refers to appropriate agencies for necessary services identified by enrolled families.
 3. Develops and implements a crisis intervention plan for identified families.
 - Notifies parents of community resources and networks with community programs.
 1. Provides each family with an up-to-date information directory on community resources.
 2. Maintains a parent information area to display current information and agency related parent activities.
 3. Develops and distributes center newsletter bi-annually.
 4. Represents TAP families in the community by participating in a community agency advisory committee or health related committee, team or coalition.
 - Assists parents in assessing their needs.
 1. Completes Parent Interest Survey with each family and tallies the results and submits to Family Services Coordinator.
 2. Schedules a minimum of 3 parent training sessions based on the Parent Interest Survey and submits to Family Services Coordinator.
 3. Completes and submits all training report forms following the training event.
 4. Assists families in preparing and presenting their needs and ideas to organization or agencies in an effective way.
 - Attends meetings related to Head Start Families and Community Partnerships/Parents Involvement and Health.
 1. Attends Family Services Advisory Committee meetings, as scheduled.
 2. Attends in-service training, conferences and workshops upon request.
 3. Attends all staff meetings, as scheduled.

- 4. Attends Community Partnership meetings, as scheduled.
- Establishes and maintains a record system of all program-required information and submits required information upon request as needed.
- Maintains the confidentiality of all child and family information.
 1. Maintains all files containing child and family information in a locked file cabinet.
 2. Maintains confidentiality of health and family data, both written and verbal.
 3. Shares confidential health and family information only on a “need to know” basis with center staff.
 4. Assists in the development and participates in our parent conference, annually.
 5. Attends transition meetings related to Early Head Start and Head Start.
 6. Adheres to all TAP and Head Start Employee Policies and the NAEYC Code of Ethical Conduct as adopted by TAP Head Start.
 7. Supports a team approach in working with other Health Start or Early Head Start Staff to meet Head Start Performance Standards and advance the goals of the TAP Head Start Program.
- Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of family and health related community resources required.
- Experience in working with children and families preferred.
- Proficiency in oral and written communication.
- Good organizational ability.
- Willing to work as part of a team.

TRAINING, EDUCATION AND EXPERIENCE:

- AS or AA Degree in Social Work, Psychology or Health Science or related fields preferred.
- HS Diploma or GED required.
- Six months working with a family services agency required.

SPECIAL REQUIREMENTS:

- Valid Virginia Operator’s License and reliable transportation.
- Must pass drug screen. Some positions required positive complete background screening including: criminal, sex offender and child protective services.
- Capable of completing certification in First Aid and CPR for infants and children.
- Able to move with each and to lift 40 pounds.
- Able to squat, bend and interact with children.
- Willing to adjust work schedule as needed.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace

Bilinguals Encouraged to Apply

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Revised: 1/7/15