

# Total Action tap For Progress

into hope

## **JOB DESCRIPTION**

**JOB TITLE:** Family Development Specialist

**COMPONENT:** Head Start/Early Head Start

**SALARY:** \$10.77 - \$15.86/Hourly

**CLASSIFICATION:** Non-Exempt

### **DEFINITION AND PURPOSE:**

The Family Development Specialist shall assist the Family Development Coordinator in the planning and implementation of the Health Services and Family and Community Partnership services area.

### **ORGANIZATIONAL RELATIONSHIPS:**

Supervised by: EHS Family Development Coordinator

Supervises: No one

Coordinates with: Early Head Start/Head Start Staff, Head Start Central Staff, Head Start Family & Health Services Staff; Mental Health Consultant; Community Agencies

### **RESPONSIBILITIES:**

- Assists Coordinator in implementing recruitment process to ensure enrollment at funded level.
  - Recruit door-to-door in targeted areas to enroll low-income pre-school children, including children with disabilities.
  - Places posters and distributes program information fliers in areas frequented by parents of preschool children.
  - Assists Family Development Coordinator in maintaining a waiting list of children and pregnant women who have completed the intake process, and are medically cleared to enter the program.
  - Notifies eligible families of entrance date for children.
  - Assists the program in maintaining full enrollment at all times.
  - 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.
  - Collaborates with teacher/home providers home prior to child's enrollment.
  - Arranges for families to visit the center prior to child's enrollment.
  - Ensures that Family Development files are on site prior to child's enrollment.

- Maintains accurate and current files on all children on their caseload.
  - Ensures that intake packet is completed and accurate on all enrolled families.
  - Maintains family contact sheets for assigned families.
  - Maintains updated Family Partnership Agreement.
  - Maintains updated Family Goal Sheet, if applicable.
  - Maintains accurate enrollment, transfer and withdrawal information.
- Ensures that all children's health records are current and up-to-date.
  - Completes health and nutrition forms upon enrollment.
  - Maintains current copies of children's immunizations and physicals.
  - Notifies parents of immunizations as they become due.
  - Posts and updates allergy list in the center as needed.
  - Submits copy of special dietary need to Food Service Manager as needed.
- Organize and advises center parent committee.
  - Attends parent meetings monthly.
  - Conducts election of center officers, services area committee representatives and policy council representatives.
  - Assists in providing parent officer training.
  - Maintains a current list of parents serving on the center committee, services area committees and policy council.
  - Notifies parents of meetings.
  - Assists center chairperson in planning meetings, activities and trainings.
  - Forwards center agenda, minutes; treasurers report form and sign in sheet to supervisor.
  - Maintains center Parent Involvement notebook.
- Assist parents in completing the Family Partnership Agreement.
  - Establishes a relationship of mutual trust with assigned families.
  - Makes program required home visits to all assigned families.
  - Develops the Family Goal Sheet with specific action steps.
  - Enter Family Partnership Agreement information into ACCESS.
  - Update Family Partnership and ACCESS information, as needed.
  - Download ACCESS information on disk for the Informational Technician.
- Provides support services to Early Head Start families.
  - Review Parent Handbook with the families within 45 days of child's enrollment.
  - Assist in securing the necessary services identified by enrolled families.
  - Develops and implements a crisis intervention plan for identified families.
  - Completes referral form: submits copy to referral agency, copy to Family Development Coordinator, and files a copy of follow-up from the agency in the family folder.
- Notifies parents of community resources and networks with community programs.
  - Provides each family with an up-to-date information directory on community resources.
  - Maintains a parent information area to display current information and agency related parent activities.
  - Develop and distribute center newsletter four (4) times a year.

- Represents TAP families in the community by participating in a community agency advisory committee.
- Assists parents in assessing their needs.
  - Completes Parent Interest Survey with each family and tallies the results and submit to Family Development Coordinator.
  - Schedules a minimum of 3 parent-training sessions based on the Parent Interest Survey and submits to Family Development Coordinator.
  - Completes and submits all training report forms following the training event.
  - Assists families in preparing and presenting their needs and ideas to organization or agencies in an effective way.
- Attends meetings related to Early Head Start Families and Community Partnership/Parents Involvement.
  - Attends TAP Families First Meeting.
  - Attends Family and Community Partnership/Parents Involvement services committee meetings, as scheduled.
  - Attends in-service training, conferences, and workshops upon request.
  - Attend staff meetings and Family Service meetings as scheduled.
- Performs any other job-related tasks, upon request.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrate ability to communicate both orally and in writing with staff, parents, and the community
- Demonstrates ability to develop trusting professional relationships with families.

**TRAINING, EDUCATION AND EXPERIENCE:**

- AS or AA degree in Social Work, Psychology or Health Science or related fields preferred.
- 2 years' experience in a social services agency.
- Experience working with families.

**SPECIAL REQUIREMENTS:**

- Must have a valid Virginia Operator's license and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Must be capable of completing certification in First Aid and CPR for infants and children.
- Must be willing to adjust work schedule as needed.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – medium work; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

- Visual acuity requirements – visual acuity to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities or structures.
- Conditions subject to in this position – worker is not substantially exposed to adverse environmental conditions.

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*