

**ORGANIZED COMMUNITY ACTION PROGRAM, INC.  
HEAD START & EARLY HEAD START**

**FAMILY SERVICE SPECIALIST I**

**Supervisor: Head Start Early Head Start Director**

**Status: Non-Exempt**

**Terms of Employment: Regular Full-Time**

**Summary:**

This is a center manager and family service position that performs direct and indirect services to children and families involved in the Head Start/ Early Head Start Program. Duties include managing the center and interacting with the child/families, application intake via Child Plus, assisting all component coordinators. Make at least two (2) home visits per school year to aid in assessing family status and assist families based on the family assessment.

**Essential Duties and Responsibilities:**

- Manage all assigned caseload for children/ families files in ChildPlus at center level/ location.
- Coordinate with Component Directors to administer the total Head Start performance standards and agency policies at the center level. Coordinate and supervise special projects as assigned by the Division Directors.
- Recruit volunteers and insure proper medical forms are completed as required by DHR.
- Maintain all records and file all reports to Central Office as required.
- Attend outside workshops, staff meetings, college classes, and other formal educational sessions in order to increase job related skills and improve daily performance.
- Coordinate and facilitate trainings for all staff at your assigned site.
- Attend monthly parent meetings.
- Attend monthly center director's meeting at the Central Office.
- Schedule, conduct, and document a minimum of one center staff meeting per month.
- Daily check operation of kitchen and compliance with program menus.
- Daily monitor child/staff ration and adjust as needed.
- Review and comment upon all lessons plans for classrooms in center(s).
- Observe and assess performance of staff-child interaction and implementation of appropriate practice.
- Supervise the maintenance of records in the classroom required by performance standards and licensing.
- Monitor volunteer workers and other adult workers in classrooms.
- Monitor daily attendance of children and make weekly report to Central Office.
- Maintain all records at the center required by Head Start performance standards and licensing using the review records. Checklist and minimum daycare standards list.
- Supervise and insure that all reports are turned into the Central Office as follows:
  1. Attendance and absentee report form weekly.(Sign in/ out forms)
  2. Drop-out forms: weekly or as indicated.

3. In-kind sheets: weekly.
4. Time Sheets and Leave Forms: Bi-Weekly.
5. Food bills: Monthly.
6. USDA forms: As requested by Food Service Specialist.
7. Meal counts: Monthly.
8. Travel forms: as required.
9. Documented classroom observations: as required by Education Manager.
10. Parent meeting minutes: monthly.
11. Property inventories: twice annually.
12. Parent conferences documented: minimum two
13. Home visits documented: minimum two
14. Lesson plans (copies): weekly prior to implementation.
15. Manage all assigned caseload for children/ families files in ChildPlus at center level/ location.

**Social Services/ Parent Involvement:**

- Responsible for accurate detailed and timely entry of child/ family data into current ChildPlus.net system.
- Assist with children temperature check and taking children to the correct classroom once the temperature is taken at drop off.
- Encourages involvement of parents in educational, health, and nutritional programs.
- Enlists parents as volunteers in classrooms, field trips, special events, maintenance, etc.
- Assists parents to increase knowledge, understanding, skills, and experience in child growth and development, health, and nutrition.
- Assists in planning and implementing parent training workshops in all component areas.
- Identifies and reinforces home experiences that parents can utilize as educational activities for their children.
- Observes home environment in order to provide insight to enhance a child's behavior, habits, etc.
- Recruiting children regardless of race, sex, creed, color, national origin, or disabling condition.
- Assist the family in its own efforts to improve the quality of family life.
- Provides and/or refers parents for appropriate counseling, crisis intervention and SSI referrals.
- Identifies volunteers to provide services to family life.
- Inform participants of community services available and follow-up.
- Acts as advocate for families as necessary.
- Acts as liaison with community groups, businesses, etc.
- Encourages parent involvement in decision-making, program planning, and operations.
- Provides opportunities for advancement in education and skills for parents in cooperation with community agencies.
- Solicits in-kind donations for clients and program and ensures that quotas are met.
- Must be able to pass local, state, and federal criminal checks and child abuse clearance.
- Must have the mental and physical ability to perform job duties.
- Must obtain monthly Data updates from parents.

- Assist in classrooms as needed.

### **Health**

- Assist in preparation and transportation of children for physical, dental, screening, follow-up appointments to appropriate health services providers.
- Assists health component in making initial and follow-up appointments to appropriate health service providers.
- Keep complete, accurate, and up-to-date health records: histories, dental, emergency information, accident/incident reports, immunization records, and any follow-up treatment or reports.
- Keeps accurate and up-to-date medical and dental screening forms.
- Administers first aid to extent qualified when necessary.
- Assists health coordinator in screening (dental, B/P, Hgb., hearing/vision).
- Maintain accurate inventory of first aid supplies.
- Inform parents of all medical and dental appointments and expiring information.
- Documents suspected child abuse or neglect and report to the Head Start Early Head Start Director and appropriate agencies.
- Encourage parent participation in any health/nutrition related activities in center.
- Organizes and takes care of materials, equipment, etc.
- Makes disability referrals to Health Services staff.

### **Qualification Requirements:**

To perform this job successfully an individual must be able to perform essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be to enable individuals with disabilities to perform essentials functions. Individual must have a valid Alabama driver's license and reliable transportation for the performance of duties.

Current physical examination and TB screen documentation upon hire.

### **Education and/or Experience:**

Applicant for this position as of January 2002 must have an AA degree or higher in the Human Services, Social Services, or related field. Effective April 29, 2015, newly hired site managers must have a bachelor or advanced degree in human services or early childhood education or a bachelor or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

### **Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, other agencies, and the general public.

### **Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, areas, circumference, and volume.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

The noise level in the work environment is usually moderate.

**Non-Discrimination Policy:**

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**REVISED SEPTEMBER 2020**