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| POSITION DESCRIPTION | |
| **Title:**  Family Support Coordinator | **Date Prepared/Reviewed:**  3/2017 |
| **Reports to:**  Family & Community Partnership Lead Coordinator  Health & Nutrition Lead Coordinator | **Supervises:**  None |
| **Purpose of Position:**  This position acts as an on-site resources for our families and serves as the liaison between the SENDCAA Head Start Birth to Five program, parents, and community resources for our families. To coordinate the health and nutrition needs of Head Start children and families | |
| Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.  **ESSENTIAL DUTIES:**   * Serves as a support and resource for all Head Start and Early Head Start staff. * Responsible for completion of health services and documentation to ensure effective implementation of Federal Regulations. * Assess children on- site who become ill or injured and notify the parents per our illness policy, and accident/ incident guidelines. Reports injuries needing further care to the Head Start/ Early Head Start Director as soon as possible. * Maintains contacts with health agencies and resources utilized by Head Start families in order to assist families in identifying a health home. * Assesses health records to determine child’s need for exams, screenings and immunizations. Coordinates follow-up/referrals and maintains accurate health records. * Assists with the arrangement of Well Child Clinics that provide physical assessments and immunizations to Head Start children. * Assists in transition of children. * Assists with providing parent orientation of health services. Assists with health education in the classrooms and for parents through newsletters, classes and personal contacts. * Assists with posting and reviewing emergency and first aid procedures and supplies. * Assists with the recruitment of children for the SENDCAA Head Start Birth to Five program, involves working with community partners to find children of the highest need. * Assists with eligibility assessment of potential families, involves completing interest forms and enrollment applications * Coordinates and facilitates enrollment/transition meetings between staff and eligible families * Manages a caseload of 4 classrooms equaling 60+ families * Engages current families in the family partnership process. This involves participation and documentation of needs assessments, goal setting processes and encouraging an active partnership between the family and the Head Start program. * Monitors attendance of current families and follows up on potential attendance issues, involves daily documentation and home visits as needed * Connects families with our community partners to address family’s needs and goals, includes documenting referrals made. * Oversees present volunteers on site including parents, student volunteers and community members, this includes orientating volunteers and monitoring/documenting in-kind documentation of time volunteered. * Assists in the organization of the SENDCAA Policy Council and encourages the involvement of parents on policy making decisions. Required to assist with childcare at policy council meetings. * Plans and facilitates parent committee and parent involvement activities on site in conjunction with other site staff. * Participates in case management meetings, site meetings, component meetings and relevant trainings * Respect each family’s cultural, ethnic and linguistic diversity * Maintain working knowledge of Head Start performance standards   **OTHER DUTIES:**   * Acts as site safety lead ensuring site follow safety procedures and all necessary safety drills are completed * Occasional travel to other sites. * Actively works as team with all other component areas * Performs other duties as assigned or requested. | |
| **Education/Training Required:**   * BA degree in Social Work, Human Services, Family Services, counseling or a related field. * CPR and First Aid certified within the first 12 months of employment (or audit the course if physically necessary) * Complete Mandated Reporter training within first 2 months of employment | **Minimum Experience and Skills Required:**  To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.   1. 1 year of experience in a human services or health services field. 2. Knowledge of developmentally appropriate practices in early childhood education. 3. Knowledge of modern office practices and protocol. 4. Ability to communicate in a professional and appropriate manner with children, parents, and staff. 5. Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff. 6. Ability to perform work independently under general direction of supervisor. 7. Supports team efforts, cooperates with others and actively learns from other team members. 8. Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs. 9. Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures and regulations. |
| **Education/Training Preferred:**   * Additional degree in Health services * ND LPN or RN License * Licensed Social Worker in the state of ND | **Experience and Skills Preferred:**   * Fluency in the language spoken by the majority of families the program serves. |
| The working conditions and environment and the physical requirements/activities listed below 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.  **Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.    **Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.  Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.  **Employee Benefits and Wage:** Information provided in addition to position description. | |
| **The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**  **I have read and understand the above Position Description.** | |
| Employee Signature Date | |