



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

COMPONENT:	<u>HEAD START</u>	GRADE:	<u>8</u>
REPORTS TO:	<u>FAMILY SERVICES MANAGER</u>	DATE REVISED:	<u>01/01/05</u>
JOB TITLE:	<u>FAMILY SERVICES WORKER</u>	STATUS:	<u>Non-Exempt</u>

I. INTRODUCTION:

Under general supervision, using simple analytical judgment, assists in implementing the activities of the Family Service Component, including resource mobilization, referral and follow-up, etc., assists in recruitment of recipients and record-keeping.

II. DUTIES AND RESPONSIBILITIES:

1. Assists in implementation of a community needs assessment; compilation of gathered information.
2. Complete enrollment and registration forms, including disabled children.
3. Assists in the preparation of enrollment forms, maintenance of accurate/complete recipient files of pertinent data.
4. Assists in coordination of transportation routes for each family.
5. Assists in the dissemination of letters of acceptance and/or denials of assistance.
6. Assist with family activities that will identify individual goals.
7. Assists in the development, periodic revision and dissemination of a community resources directory to families.
8. Inform and refer recipients and their families to available services and provide appropriate follow-up services.
9. Conduct home visits to families during the operational year.
10. Advocate the needs of program recipients and their families as well as in mobilizing available community resources to promote their self-sufficiency.
11. Conduct necessary follow-ups on absences.
12. Assists in the development of plans, objectives, narratives as required by the family services component.
13. Attends all workshops, seminars, pre- and in-service trainings, etc. as required.
14. Assists in planning and coordinating activities and experiences which support and enhance the parental role as a principal influence in their child's education and development.
15. Assists in dissemination of information to parents concerning educational, health, dental, mental health, nutrition, family service and opportunities for continuing education.
16. Plan and implement activities for parents and staff to interact on a regular basis to discuss needs of the recipients.
17. Organize parent groups and provide basic skills training for parents.
18. Assists with emergencies and crisis to families or community.
19. Such other duties as are assigned.

III. QUALIFICATIONS:

A. NECESSARY (ENTRY REQUIREMENTS):

1. High school diploma and a least two (2) years experience in social work; or at least four (4) years experience in social work or, at least six (6) years experience in social work.
2. At least two (2) years experience in communicating effectively, both orally and in writing, and in the preparation of reports and/or narratives.
3. At least two (2) years experience of the concepts of making effective contact with individuals, families, etc., for the purpose of data gathering, counseling, information sharing, etc.
4. At least two (2) years experience working in and around he service area and of the life styles of the disadvantaged/low-income residents of the service area.
5. Valid driver's South Carolina driver's license and access to own vehicle.
6. Able to attend overnight meetings.
7. Ability to maintain and retrieve files and to visually review.
8. Must be able to pass a SLED/FBI criminal background check and required health screening.

B. DESIRABLE:

1. Bachelor's Degree in one of the Social Sciences; or, some college (at least two years) and at least one (1) year experience in social work.
2. At least two (2) years experience of community programs.
3. At least two (2) years experience of government regulations and guidelines for operation of the Head Start Program.
4. Certified Social Service license (with one year experience).

IV. MOBILITY:

Upward-----Family Services Manager
Lateral-----
Downward-----

V. SALARY RANGE: \$31,600 to \$47,400