

**WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.**  
Conway, South Carolina

**JOB DESCRIPTION**

JOB TITLE:	<u>FAMILY SERVICES WORKER</u>	GRADE:	<u>8</u>
COMPONENT:	<u>HEAD START</u>	DATE REVISED:	<u>01/31/2017</u>
REPORTS TO:	<u>FAMILY SERVICES MANAGER</u>	STATUS:	<u>Non-Exempt</u>

**I. INTRODUCTION:**

Under general supervision of the Family Service Manager, using analytical judgement, assists in implementing the activities of the Family Service Component in all aspects of the Head Start Program.

**II. DUTIES AND RESPONSIBILITIES:**

1. Assists in conducting and analyzing the compilation of a Community Assessment.
2. Assists in the preparation of registration and enrollment forms, and maintaining complete files on all registered children.
3. Assists in coordination of transportation routes for each family.
4. Maintain adequate enrollment and waiting list to meet requirements.
5. Assists families with setting individual goals.
6. Assists in the development, periodic revision and dissemination of a community resources directory to families.
7. Inform and refer families to available services and provide appropriate follow-up services.
8. Conduct home visits to families during the operational year as needed.
9. Advocate the needs of program children and their families as well as mobilizing available community resources to promote their self-sufficiency.
10. Conduct necessary follow-ups on absences.
11. Assists in the development of plans, objectives, and narratives as required by the family services content area.
12. Attends all workshops, seminars, pre-service and in-service trainings, etc. as required and follows an individualized professional development plan.
13. 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.
14. Assists in dissemination of information to parents concerning educational, health, dental, mental health, nutrition, family service and opportunities for continuing education.
15. Plan and implement activities for parents and staff to interact on a regular basis to discuss needs of the children.
16. Organize parent groups and provide basic skills training for parents.
17. Assists families with community emergency crisis.
18. Assist with coordinating and maintaining the volunteer network with parents.
19. Assist in developing activities for male involvement in collaboration with community partners to enhance male involvement in all aspects of the program.
20. Assists in the Coordination and make available a community resource directory for parents, staff and volunteers.
21. Assists in increasing in-kind services and donations each year.
22. Such other duties as are assigned within state and federal guidelines.

**III. QUALIFICATIONS:**

**A. NECESSARY (ENTRY REQUIREMENTS):**

1. Must have within 18 months of hire, a credential or certification in social work, human services, family services, counseling or a related field.
2. Bachelor of Social Science Degree, or Bachelor Degree in an associated Field, plus two years' experience in social work.
3. Minimum of one-year experience in community partnership and collaboration.
4. Valid driver's license or reliable transportation.
5. Able to attend overnight meetings and workshops.
6. Basic computer skills and ability to maintain and retrieve files.
7. Must be able to pass a SLED/FBI criminal background check
8. Must be able to pass a Central Registry Check.
9. Must be able to pass a drug screening.
10. Must be able to pass a Staff Health Assessment for Caring for Children.
11. Must have a Tuberculosis Certification.
12. Must be able to communicate effectively with children, staff, and parents.

**B. DESIRABLE:**

1. Bachelor's Degree in one of the Social Sciences and five years' 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-----Center Supervisor  
 Downward-----Teacher

**V. HOURLY RANGE:**    \$16.38-24.58

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Signature

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Date

Approved by Policy Council January 10, 2017

Approved by Board of Directors January 31, 2017