

SHASTA HEAD START CHILD DEVELOPMENT, INC

Family Services and Recruitment Coordinator

Supervisor: Family Services Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Assist the Family Service Manager in maintaining an exemplary Family Services department that supports staff and parents, maintains best practices, and is responsive and dedicated to the development of each child and family.

Essential Duties and Responsibilities

- Assist in mentoring new Family Services staff by helping in the development of an individual training plan.
- Provide additional Family Services training and follow-up as directed by supervisor.
- Assist in the monitoring of Family Services as instructed by Family Services Manager.
- Assist in analyzing, tracking, monitoring, and reporting family services and attendance.
- Provide support to Family Services department, with recruitment, enrollment, and other projects as assigned.
- Assist in analyzing reports to ensure compliance of Head Start Performance Standards.
- Attend or facilitate meetings and trainings as directed by supervisor.
- Manage caseloads for absent Family Workers as directed.
- On-going professional development through education, role modeling, mentoring, and training.
- Providing mentoring and training on state enrollment.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Knowledge of state enrollment procedures.

Education

Minimum

Associate's degree (AA/AS) in Social Services, Child Development or related field.

Desired

Bachelor's degree (BA/BS) in Social Services, Child Development or related field.

Training and Experience

Minimum

Minimum of two years related experience and/or training required.

Desired

Five years of related experience and or training

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title