

**POSITION:** EARLY HEAD START FAMILY WORKER  
**LOCATION:** SUMNER & UUMC EARLY HEAD START  
**RESPONSIBLE TO:** SITE SUPERVISOR  
**GRADE:** 5/NONEXEMPT  
**NO. OF PROGRAM WEEKS:** 52 WEEKS

**QUALIFICATIONS:**

- Degree in Social Work, Human Services or other related field.
- One year of experience working with low-income families or in a community family service organization.
- Knowledge of agencies and services available to address the needs of families in Onondaga County.
- Flexibility to work some evenings and weekends, a valid New York State driver license.
- Strong communication and interpersonal skills.
- Good computer knowledge.
- Possess strong self starting skills and compassion for clients.
- Bi-lingual ability preferred in those target areas where a second language predominates.
- Preschool child development experience also preferred.

**RESPONSIBILITIES:**

1. Provide family development services to Center Base Early Head Start participants.
  - A. Identify, in conjunction with each family, the families social service needs and conduct Family Partnership Agreements that provide for appropriate family action plans within 60 days of enrollment and follow-up 30-45 days after a plan is developed and as needed.
  - B. Utilize family action plans to assist each assigned Early Head Start family in efforts to improve the conditions and quality of family life.
  - C. Provide crisis intervention, emergency assistance, counseling, information and referral services to Early Head Start families. Ensure provision of referrals, and follow-up of needed services.
  - D. Conduct home visits when required with a minimum of 3 for each family.
  - E. Advocate on behalf of families to assure complete utilization of available services.
  - F. Facilitate and conduct case conferences with program staff involved with the family as necessary.
  - G. Maintain caseload as assigned.
2. Utilize community resources.
  - A. Establish and maintain successful working relationships and partnerships with community resources.
  - B. Increase family awareness of community resources and facilitate their use.

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3. Work in conjunction with program staff to plan and implement parent meetings and other parent activities to support In-kind.
  - A. Arrange to provide adult education program information and referrals based on parent surveys.
  - B. Attend all centers based and component meetings and serve as the liaison between center staff and parents as required.
  - C. Participate in the planning and implementation of Parent Involvement activities, In-kind documentation, including getting volunteers for the program, center activities, and other in-kind contributions.
  - D. Encourage parent involvement in all areas of the program.
  - E. Assist and plan for orientation and final registration of assigned families to your center.
  - F. Attend placement meetings.
4. Document in each file and in PROMIS.
  - A. Document interactions and contacts with individual families and maintain case notes.
  - B. Document home visits as required along with steps in the Family Partnership Agreement and follow up.
  - C. Maintain data and document change of status (COS) related to the family in PROMIS and in individual folder.
  - D. Conduct follow up when a child is absent from programming and maintain attendance or start an attendance agreement if not at 85%.
  - E. Maintain data and statistics for the Program Information Report (PIR) using the “Service report” and PROMIS and submit monthly.
  - F. Maintain monthly data for enrollment, attendance, and over income families and submit monthly report.
5. Participate in training and in-service sessions to further knowledge and experiences as they relate to the Head Start / Early Head Start Performance Standards.
6. Maintain confidentiality of all family and child records and all other matters relating to families.
7. Perform all other duties as they relate to the comprehensive team approach of the Head Start / Early Head Start philosophy.
8. Adhere to relevant health and safety policies and procedures.

*EQUAL OPPORTUNITY EMPLOYER*