

JOB OPENING (JOB CODE: HS004)

[JOB TITLE:] Family Services Coordinator

[SALARY BASE:] \$16.41/Hour

[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Caruthersville, MO

[STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under the direction of the center manager, implement Family Services program which include the recruitment, intake process, and enrollment of farmworker families. Conduct effective case management principles which consist of identification of family's strengths and needs, coordination of services, family advocacy and assistance in family goal setting based on Parent Family Community Engagement Framework (PFCEF). Is responsible for adhering to State/Federal laws, Head Start Performance Standards (HSPS), UMOS Work Plan (The Model) and record keeping and reporting systems. Will monitor and assist with the coordination of family engagement activities.

[JOB DUTIES:]

1. Implement and monitor Family Services program area at the Center including but not limited to: Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA), home visits, new born home visits, family needs assessment, referrals, child file reviews, case notes, Family Partnership Agreements, Transitions, collaboration with community agencies, parent education, family literacy, identification of community resources, and tracking of services.
2. Manage family services utilizing a case management systems approach that includes performing and monitoring case reviews to identify a family's strengths and immediate, short, and long-term needs of parents and children that provides a support system for families to meet their own individual needs through advocacy, training and coordination of services.
3. Provide direct supervision to Family Services Worker including ongoing mentoring, training and conducting performance evaluations.
4. Implement and monitor ongoing recruitment plan activities within the center recruitment zones including recruitment of children with disabilities to ensure funded enrollment is met.
5. Coordinate/implement and monitor the enrollment process of families that includes TANF childcare and determine families' eligibility status, enrollment priority status by utilizing selection enrollment criteria and for families enrolled implement a waiting list while ensuring that Eligibility is 100% accurate in accordance to funding source.
6. Conduct Parent Orientation and coordinate and/or obtain documents such as health information (immunizations, Health history, etc.) in accordance to licensing requirements.
7. Facilitate and coordinate the development of Family Partnership Agreements that outline family goals, school readiness goals, language initiatives, literacy needs, family's strengths, community resources available for goals obtainment and time lines for goal achievement, and ensure information gathered is disseminated to appropriate staff.
8. Utilizing the Parent, Family, Community, Engagement (PFCE) Framework, offer family engagement opportunities at the Centers through parent meetings, fatherhood activities, open houses, parent trainings, volunteer programs, and parent surveys, and encourage family advocacy and parent participation through monthly newsletters, offering family literacy resources, and provide parent training as needed. Implement parenting curriculum that builds on parent's knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.
9. As part of the PFCE Framework, assist families in accessing community resources/services through implementing an effective referral process and monitoring each case through the process of follow-up referrals to ensure immediate/emergency needs as well as long-term issues of families have been addressed.
10. Implement and monitor an effective filing system that safeguards confidential information and supports the organization of children's files which includes electronic data systems.
11. Coordinate and monitor the transition process and packet development including but not limited to the following transitions: program to program; Migrant and Seasonal Head Start (MSHS) to public school; MSHS to another agency; MSHS to local or regional HS or classroom to classroom.
12. As part of Early Care and Educational needs, provide the Migrant Child Care (MCC) program with surveys, referrals and create MCC files for the families to address extended services.
13. Responsible for the weekly collection of non-federal share (in-kind) which includes coordinating and promoting the parent/community volunteer program, recruiting volunteers, conducting volunteer orientation, and collecting documentation necessary to process in-kind.

14. Ensure timely data entry of services and submit complete and accurate reports, including but not limited to the Family Data Base System, family services monthly reports, PIR reports, community assessment data, and any other assignments to the Regional Office by the requested dates.
15. Report suspected child abuse and neglect in accordance to state law and UMOs policies and procedures.
16. Attend Center and Regional staff meetings, coordinating meetings, case reviews, trainings, open houses and other program activities as assigned.
17. Perform other duties as assigned.

[QUALIFICATIONS:]

1. Be at least 18 years old and have a High School Diploma/GED
2. Must have reliable car, valid driver's license and adequate insurance.
3. Preferred two years post high school education in Human Services or related field and/or 2 years' experience in Family Services in a Head Start setting or AA Degree in Social Work or related field.
4. Possess presentation/training experience.
5. Bilingual in Spanish and English (oral and written)
6. Proficient in Microsoft Office
7. Good oral and written communication skills
8. Ability to work irregular and/or flexible hours

CONDITIONS OF EMPLOYMENT

Employment with UMOs is contingent upon successful completion of a criminal background check prior to employment. In accordance with licensing regulation, must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment. Must complete approved Shaken Baby Training prior to working with children, Fire Extinguisher Training, Infant/Child CPR and First Aid within 30 days. If no AA/BA in social work or related field, must obtain a credential or certification in social work, human services, family services, counseling or a related within eighteen months of hire. Work hours will vary from 1st and 2nd shift and occasional weekends.

WORK ENVIRONMENT

The 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 will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled or uncontrolled temperature environment

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, laminator, Computer, calculator; c) first aid equipment, fire extinguisher. Usage varies by position

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Equal Opportunity Affirmative Action Employer

08/20/2019