



## **Family Support Specialist (EHS/ES)**

### **Purpose Statement**

The job of Family Support Specialist (EHS/ES) is done for the purpose/s of meeting the Early Head Start (EHS) Performance Standards, Prevention Initiative Early Start (ES) Home Visiting requirements and District 65 expectations; ensuring full enrollment in Early Head Start and Prevention Initiative programs; providing families with support and referral services; encouraging parents to be a part of their children's education; and ensuring active participation of Early Head Start families in the Early Head Start policy council, parent committees, and family trainings, as well as ES programming.

This job reports to Family Center Managing Director

### **Essential Functions**

- Accompanies FACE Specialist to Prevention Initiative and Early Head Start meetings and workshops, as needed for the purpose of conveying and/or gathering information.
- Attends regularly scheduled meetings (e.g. staff, T/TA, Family Support, and Early/Head Start meetings and trainings, etc.) for the purpose of conveying and/or gathering information.
- Collects and enters all student/family service data into the programs data collection systems within 24 hours (e.g. Child Plus, Visit Tracker and Teaching Strategies GOLD systems, etc.) for the purpose of establishing and/or maintaining accurate student and family records.
- Conducts twice a month Home Visits/Center Visits with families utilizing the Parents As Teachers curriculum for the purpose of ensuring compliance with the Prevention Initiative requirements.
- Creates Family Partnership Agreements with each Early Head Start family . for the purpose of complying with regulatory requirements and/or established guidelines.
- Develops and updates the Community Resource Book, and trains staff and parents on its utilization for the purpose of conveying and/or gathering information.
- Documents and provides regular follow-up regarding children with excessive absences in the program for the purpose of maintaining program health requirements and adhering to State and Federal requirements.
- Educates staff, parents and volunteers for the purpose of ensuring that they help each other meet the needs of the program.
- Maintains confidential, professional and on-going relationships with families for the purpose of conveying and/or gathering information, supporting children's optimal development and assisting families in achieving their goals.
- Maintains the lending library of toys and reference materials for families for the purpose of providing child development and parenting information.
- Maintains full Prevention Initiative/Early Head Start enrollment for the purpose of ensuring compliance with established federal guidelines.
- Monitors any individual or family problems encountered; utilizes the resources available; and make referrals when necessary for the purpose of complying with established guidelines.
- Networks weekly with community schools, agencies, and institutions for the purpose of building collaborative relationships and recruitment.
- Organizes and develops a variety of programs for parents for the purpose of encouraging engagement based on their interests and concerns.
- Participates in required Professional Development trainings and opportunities for the purpose of continuously developing the knowledge and skills they needed to efficiently and effectively carryout the job duties and responsibilities of an EHS and ES Family Support Specialist.

- Participates in assigning children to Early Head Start classrooms based on “goodness of fit” for the purpose of supporting family/teacher partnerships and complying with established guidelines.
- Participates in the annual program assessment and evaluation processes for the purpose of continuous program quality improvements.
- Performs Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Early Head Start Program.
- Recruits and enrolls Early Head Start and Prevention Initiative families for the purpose of maintaining an adequate roster of students/families eligible for the Early Head Start and Prevention Initiative Programs.
- Serves as the designated case manager for at least 24 families (13 ES and 11 EHS) for the purpose of complying with regulatory requirements and/or established guidelines.
- Spends time in each classroom weekly getting know the children and families for the purpose of building relationships with classroom staff and assessing student needs and/or consulting with parents on student's progress at school.
- Supports the Parent Committee for the purpose of ensuring compliance with regulatory requirements and established guidelines.
- Works in partnership with the FACE Specialist for the purpose of ensuring that families and children's needs are addressed and/or met.

### **Other Functions**

- Works in the classroom, when needed for the purpose of the efficient and effective operation of the Doorway to Learning Childcare Program.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; high level of organizational and management skills; excellent verbal and written skills; skills in positive interpersonal relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; knowledge of local community resources; familiar with Head Start programming.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; ability to supervise staff of varying backgrounds; maintaining confidentiality; uses available technology resources (laptop, desktop, blackberry, etc.); working as part of a team; ability to communicate and function with various professional groups; ability to work as cooperative, supportive team member; ability to compile outcome data and reports; and ability to focus on collaborative, proactive teamwork, which results in the accomplishments of the program mission and goals, and thereby meeting the needs of the children and families of School District 65's Early Head Start Program.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some climbing and balancing some stooping, kneeling, crouching,

and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** -Experience in Head Start program preferred  
-Bachelors degree in Human Services.

**Required Testing:**

TB Test

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**