



Revised: 2023

FAMILY AND COMMUNITY SPECIALIST

SCOPE- The Family and Community Specialist (FACS) reports to the Site Supervisor assigned to their site and is responsible for overseeing all family support services, consulting and assisting with special projects in the Early Childhood Development and Health components. This position can make decisions regarding social services and must notify their Site Supervisor. Any decision impacting policy; precedent or regulation is discussed with the Content Area Manager

ALL EMPLOYEES must adhere to the Head Start Performance Standards, Elkhart and St Joseph Counties Head Start Consortium Policies and Procedures and State Mandates regarding the reporting of child abuse and neglect.

Minimum Hiring Requirements

Academic: BA/BS degree from an accredited college in Human Services or Health related field. If your degree does not fall under Human Services or a Health related field you will be required to complete the ASPIN Certified Community Health Worker (CCWH) Training Course (20 Hours / 3 Days)

Experience: Two years' experience in a similar position in a Head Start or similar children's program. Bi-Lingual speaking is preferred.

Language: Ability to read, analyze and interpret technical/medical/legal information. Ability to respond to routine inquiries to complaints from customers, regulatory agencies, or members of the business community. Ability to effectively communicate with individuals and groups.

Math: Ability to apply concepts such as averages, ratios, fractions, and percentages to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete and/or abstract variables where only limited information or standardization exists. Ability to interpret a variety of instructions furnished in written or verbal form. Ability to prioritize projects or assignments based on limited supporting Information, and to develop creative alternative solutions.

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 position. The employee must have the physical ability to consistently and competently perform the essential functions of the position, with or without reasonable accommodations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to talk and hear in order to communicate in person or over the telephone with employees, applicants, and other customers. This position must also be able to travel between Head Start sites on a regular basis and may occasionally need to put in hours beyond the standard work week in order to meet customer demands.

The employee is frequently required to stand; walk; reach; bend; grasp objects, and reach with hands and arms. The employee is occasionally required to sit.

This position must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.



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The employee is required to have fine motor skills for legible and accurate writing of reports, charting, scheduling and correspondence.

This position is required to visit customer homes and other required locations.

This position must be able to work with all individuals in a positive manner and must be familiar with stress management and conflict resolution techniques. Must be able to tolerate a high degree of stress and have the physical agility and emotion stamina to respond quickly, an appropriately and effectively to emergency situations.

The Family and Community Specialist must be able to handle administrative details, and must be self-directed, organizational and time management skills, as well as good communication skills, verbal and written, are essential.

A basic knowledge of computers as well as the ability to work independently as well as a member of a team, are required.

BENEFITS- Medical, dental, vision, 403(b), Short-term/long-term, Everside Health and Employee Assistance Program offered

WORK WEEK AND YEAR- This is a 5 day per week, Eleven (11)-month position.

PAID TIME OFF-

CONDITIONS OF EMPLOYMENT- Introductory Period statement? At will employment statement?

Your signatures indicate that this position description has been reviewed with the employer and the employee has been given a copy:

Employee Printed Name

Date

Employee Signature

Manager / Supervisor

Date