

**Elkhart and St. Joseph Counties Head Start Consortium
Position Description/Performance Appraisal/Competency Assessment**

Position Title: Family and Community Specialist
Reports to: Site Supervisor
Positions(s) Supervised:

Job Class:
FLSA Status:
None

Incumbents Name:
Date Written/Revised:05/2020

Position Purpose:

To provide for the overall coordination of services to Head Start children and their families at the assigned Site, as it relates to Health, Social Services, Disabilities, and Mental Health; manage a caseload of families; provide or assist in linkage and referral to appropriate community resources. This is an 11-month, full time position.

Scope of Authority/Responsibility:

The Family and Community Specialist reports to the Site Supervisor assigned to their site and are responsible for overseeing all family support services and consult and assist with special project 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 **Adhere to HEAD START performance standards, Elkhart & St. Joseph Counties Head Start Consortium policies and procedures and STATE MANDATES regarding the reporting of child abuse and neglect.**

The Family and Community Specialist is expected to present a positive and professional image of Elkhart & St. Joseph Counties Head Start Consortium and the Head Start Division, and actively and effectively participate on committees and work teams as requested.

Customer Contact/Relationships:

The Family and Community Specialist have regular contact with the children and their families, community agencies and other Head Start staff to coordinate services.

Minimum Hiring Requirements

Academic: BA/BS degree from an accredited college in Human Services or Health related field.

Experience: Two years' experience in a similar position in a Head Start or similar children's program. Spanish 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.

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.

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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.

Signature of Receipt :

Date: