

**WAYNE-WESTLAND COMMUNITY SCHOOLS**

**36745 Marquette**

**Westland, Michigan 48185-3289**

TITLE: Head Start Family and Community Partnership Specialist / Mental Health Specialist

REPORTS TO: Head Start Director

LOCATION: Head Start/Stottlemeyer Early Childhood Center

DATE: January 23, 2018

CLOSING DATE: Until Filled

*QUALIFICATION REQUIREMENTS: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Ensure the effective coordination of parent activities and Program Governance.
- Guide Family Service Workers in planning and implementing comprehensive family and community partnerships.
- Provide on-site mental health classroom observations and act as referral resource to parents and staff with children's mental health concerns.
- Maintain and utilize a system to identify the Social Service needs of participating families.
- Establish and maintain confidential family data records, which include complete forms, referrals, follow-up, agency contacts, and family contact reports.
- Provide information and counseling on available community services and their use.
- Assist parents, guardians, and caregivers in obtaining social service, educational, and community assistance as necessary.
- Plan and conduct training sessions for parents, volunteers, and staff.
- Oversee the Parent Committee and advise the Policy Committee on program operations, design and fiscal matters, and provide technical assistance and training to these two groups as needed.
- Prepare reports and goals, accomplishments and activities, and maintain a variety of program records which fall under the Social Service, Mental Health, Parent Involvement, Program Governance, or Fatherhood services areas.
- Work in cooperation with other program specialists to ensure maximum program effectiveness in compliance with all applicable guidelines.
- Work cooperatively and responsibly as a member of a team with program staff, Director, Wayne County Head Start personnel, Wayne-Westland School District personnel, and community resources agency personnel.
- Cooperate in any investigation related to personnel, licensing, accreditation, and child abuse or neglect.
- Regular and predictable attendance

**EDUCATION AND EXPERIENCE:**

- Master's degree in Social Work, Special Education, or Mental Health with a focus on family case work or early childhood.
- Minimum of three years post-graduate experience in a related field.
- Preferred valid current social work license in the state Michigan.
- Preferred knowledge of Head Start program and procedures.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Basic computer literacy.
- Able to relate to the needs and concerns of low income children and families.
- Ability and willingness to visit parents in their homes.
- Ability to communicate effectively both orally and in writing.
- Good organizations skills.
- Demonstrated skill in working with a wide variety of community groups and agencies including mental health agencies.
- Willingness and demonstrated skills in working with staff, collateral resources, and members of the community regardless of race, age, gender, or cultural background.
- Knowledge of child development and child behavior management skills.
- Knowledge of parenting skills.
- Willingness to work planned evenings and weekends as needed.
- Ability and willingness to substitute in classrooms as needed.

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 job.*

While performing the duties of this job, the employee must be able to remain in a stationary position for long periods of time and is regularly required to move about the building and in classrooms as needed. The employee may be required to use hands to handle objects and to bend or twist at the neck and back. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee may need to travel to different work locations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, staff, and with the public. At times, the employee may be directly responsible for the safety and wellbeing of students.

### EVALUATION:

Job performance is evaluated in accordance with District guidelines.

### TERMS OF EMPLOYMENT:

Compensation, length of the workday, and the number of workdays is based on the WWEA/ACE Collective bargaining agreement.

### APPLICATION PROCEDURE:

Apply online at <http://wwcsd.net> or come to the Human Resources Department to access the online application system.

*The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.*