

# **YOLO COUNTY OFFICE OF EDUCATION**

## **Head Start/Early Head Start Programs**

### **CLASS TITLE: FAMILY SUPPORT SERVICES ASSISTANT**

#### **BASIC FUNCTION:**

Under the supervision of the Family Support Services Manager, identify health and social service needs of assigned families and children; plan and implement program activities to meet those needs. Plan and implement parent activities including parent education, parent groups, and parent participation in all aspects of the program. Conduct outreach and recruitment activities and implement enrollment procedures for infants, toddlers, young children and pregnant women. Make regular and frequent home visits. Prepare and maintain detailed child and family records, and maintain confidentiality of all information acquired.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Expedite completion of pre-enrollment requirements by assisting families to obtain the necessary health services and documentation of the health services; and, by completing all required forms and health records accurately and in a timely manner. After enrollment assure that health and dental services required by Performance Standards and/or are identified by the Health Services Manager or Health Specialist are obtained. Assist the Health Specialist and Health Services Manager to perform health screenings such as height and weight, nutrition screening, and others. Update all children's health records as services are provided or acquired. Transport children and families as needed to obtain required health and dental services.

In collaboration with the parent or primary care giver assess the health, social service and training/educational needs of each assigned family. Utilizing a case management approach, develop with each family an Individual Family Plan based on the family's assessed and expressed needs and interests. Assist each family to implement the Individual Family Plan; document activities and progress toward the successful completion of the plan. Make appropriate referrals to other agencies and follow up on all referrals acting as an advocate when needed. Work closely with the Family Support Services Manager to assist families in crisis. Document intervention and results of the intervention. Provide or arrange for transportation and translation when necessary.

Implement the outreach and recruitment plan as directed. Assist parents, primary care givers and pregnant women to apply for enrollment in the Head Start/Early Head Start program. Make community contacts, disseminate posters and other information regarding enrollment; conduct door to door canvas of neighborhoods; follow up on incomplete applications. Maintain accurate records of applications.

Prepare individual comprehensive service files for each assigned child and family. Assure that all files are accurate and up-to-date. Use a computer and other office equipment to gather, record, retrieve, collate, copy, disseminate information.

Notify Service Area Managers in the manner prescribed of parent training needs identified during the Family Assessment process. Work with parents, service area managers, and other staff to provide parent education in areas required by Head Start Performance Standards.

Assist parents to organize and implement parent activities; encourage, facilitate, and support parental involvement in all aspects of the Head Start Program. Maintain records of parent involvement activities, including the in-kind value of parent and other volunteers. Assist with transition to kindergarten or other child care or school placement.

Meet frequently with each family by making regularly scheduled home visits and other contacts, as needed, to assure that changing needs are identified and each child and family receives the full range of services required under Performance Standards.

Attend case conferences, parent conferences, center meetings, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Comply with policies and procedures of YCOE Head Start/Early Head Start, Administrative Regulations, Head Start/Early Head Start Performance Standards, and applicable Federal and State Regulations.

Perform other job related tasks as required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Community resources available within Yolo County
- Principles of case management
- Philosophy of Family Self-Sufficiency
- Correct English usage in spelling, grammar, vocabulary and punctuation.

### **ABILITY TO:**

- Plan, coordinate and organize activities
- Analyze and solve problems.
- Maintain detailed records accurately and in a timely manner
- Prepare reports and summaries with general directions.
- Interact with and maintain cooperative relationships with individuals of diverse backgrounds and cultures.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

## **EDUCATION AND EXPERIENCE:**

- AA Degree in human services, psychology, social service or a combination of education and experience equivalent to an AA in the above or a closely related field.

**LICENSES AND OTHER REQUIREMENTS:**

**LICENSE OR CERTIFICATES:**

- Human Services Certificate from an accredited community college, highly desirable.
- Certification in a health field, highly desirable.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.

**REQUIREMENTS:**

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Multiple environments including classroom, client's homes, community agencies, community neighborhoods and office environment.

Travel from site to site within the county.

**PHYSICAL DEMANDS:**

Lifting children weighing up to forty-five (45) pounds.

Bending at the waist, kneeling or crouching to maintain direct eye contact with children.

Sit on the floor and/or preschool chairs.

Dexterity of hands and fingers to manipulate specialized apparatus and standard office and classroom equipment.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking in order to exchange information.

Driving a vehicle to conduct work.

**HAZARDS:**

Exposure to bodily fluids and infectious diseases.

**APPROVED:**

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Signature, Policy Council Chair

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Date of Approval

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Signature, Superintendent or Designee

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Date of Approval