



HEAD START JOB ANNOUNCEMENT

FAMILY SERVICE WORKER

Northeast Nebraska Community Action Partnership's **HEAD START EARLY CHILDHOOD EDUCATION PROGRAM** is looking for a **FAMILY SERVICE WORKER** for the **Wayne Head Start Center**. 40 hours per week, M-F. May be subject to layoff periods. Hourly wage, plus benefits. Bilingual skills a plus. Duties include recruitment of children and families into the program. Track health care services for each child. Utilize the Family Partnership Agreement process to support and engage families. An Associate's or Bachelor's degree in human services preferred. Job application, job description, education requirements, wage and benefit information are located on our website www.nencap.org by clicking Employment or contact HR at 1-800-445-2505 or 402-385-6300. To apply, submit a completed Agency application. No resumes accepted. Applications must be received to Northeast Nebraska Community Action Partnership, P O Box 667, Pender, NE 68047-0667 by 4:30 PM on Friday, January 18, 2019.

EOE

80% Federally Funded

Non-Profit Agency

JOB SUMMARY:

The Family Service Worker is responsible for recruitment of children and families into the Head Start Program, documenting all action taken pertaining to outreach and continuous recruiting, ensuring the classroom is fully enrolled at all times. Accurately enter data into ChildPlus record keeping system. Assist families in enrolling in a system of on-going health care, required screenings, exams, necessary referrals and follow-ups and be a referral source for parents. Provide the PBIS Teaching Pyramid six parent modules two times per year to parents/caregivers. Complete Home Visits and Parent/Teacher Conference with each family. Complete Family Partnership Agreement for each family and assist with goal setting. Facilitate parent engagement activities and parent committees according to program requirements. Maintain and organize accurate family records. Provide support and mentor new Family Service Workers in job responsibilities as training classroom Family Service Worker. Occasional kneeling, stooping, bending and lifting up to 50 pounds. Assist in classroom as needed. Bilingual staff must be able to appropriately translate and interpret verbal and written communication. Maintain confidentiality of program participants and follow Program and Agency standards and policies.

EDUCATION & EXPERIENCE:

High School Graduate or General Education Degree (GED) required. Staff working directly with families on the family partnership process hired after 11/7/2016 have within 18 months of hire, at a minimum, a credential or certification in social work, human services, family services counseling, or a related field such as child development, early childhood education, or birth-8 elementary education. Six months to one-year related experience preferred.

WAGE & BENEFITS:

The wage range is \$11.66 to \$12.52 per hour depending on education level and bilingual skills. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP, 401K Retirement.