



JOB ANNOUNCEMENT

Early Head Start Family Service Worker

Northeast Nebraska Community Action Partnership's **EARLY HEAD START CHILDHOOD EDUCATION PROGRAM** is looking for a **FAMILY SERVICE WORKER** for the Siouxland Family Center in Dakota City. 40 hours per week, M-F. 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 or similar degree 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. Send applications to Northeast Nebraska Community Action Partnership, P O Box 667, Pender, NE 68047-0667. Position open until filled.

EOE

80% Federally Funded

Non-Profit Agency

JOB SUMMARY:

The Family Service Worker is responsible for recruitment of children and families into the Early 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 the program's record keeping system and run reports to maintain accuracy. 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 research-based parent curriculum opportunities minimum of one time a year. Complete Home Visits and Parent/Teacher Conferences. Complete Family Partnership Plan with families and assist with goal setting. Facilitate parent engagement activities and parent committees according to program requirements. Maintain and organize accurate family records. 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. Acquire within 18 months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or related field. Six months to one-year related experience preferred.

WAGE & BENEFITS:

The wage is \$12.50 to \$15.50 per hour depending on education and experience, plus benefits. Benefits include health, life, dental and vision insurance. Paid holidays, vacation and sick leave, EAP, 401K Retirement.