

COMMUNITY ACTION OF SOUTHEAST IOWA
JOB DESCRIPTION

JOB Title: Family Development Specialist
Department: Head Start / Early Head Start
Reports to: Head Start / Early Head Start Family Services Coordinator

Summary: Provide a comprehensive family development program that supports families as they identify and meet their own goals, nurture the development of their children in the context of their families and cultures, and advocate for communities that are supportive of children and families of all cultures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Develop a respectful, supportive, trusting relationship with families and staff that allows sharing with and learning from one another.
3. Recruit program participants. Maintain a waiting list of eligible children. Work with the Family Family Services Coordinator in enrolling children.
4. Establish and maintain adequate records, including family files.
5. Submit clear and concise reports and letters in a timely and logical manner.
6. Complete computer data entry of family services and assist with data entry of health-related information on a regular basis so that family and child information is readily available to staff for reports, ongoing monitoring, and to ensure that program requirements are being met.
7. Develop family partnership agreements with each family and update at least two (2) times within the school year.
8. Complete a minimum of two (2) home visits per year for each assigned family. Complete additional home visits with families to follow up on attendance concerns or to provide needed family services and supports.
9. Offer parents and families support for growth so that they can identify their strengths, needs and interests, and find solutions.
10. Assure that mandatory screenings are completed within forty-five (45) calendar days of enrollment, by working with Health Services Coordinator, the health department, Area Education Agencies (AEA), Local Education Agencies (LEA), dentists, physicians or families as necessary.
11. Assure that mandatory mental health screenings of the classrooms are scheduled and completed three (3) times per school year.
12. Contact classrooms daily to discuss family concerns, determine attendance, and share information with teachers and nurses. Visit classrooms on a regular basis.
13. Conduct weekly meetings with each classroom teacher to share family and child progress as well as to properly implement transition activities.
14. Update and distribute resource directories annually.
15. Make referrals and follow up as needed. Locate assistance for families in emergencies and crises.
16. Work with individuals, groups, agencies, and organizations to advocate for Head Start/Early Head Start families to develop local resources to meet the needs of the children and families served and to promote the program and its goals.
17. Obtain written diagnoses for disabling conditions that respond to the qualifying criteria of Head Start/Early Head Start regulations. Obtain mandatory consent and release forms as required.
18. Assist with various Head Start/Early Head Start program activities, including field trips.
19. Assist families in accessing and obtaining necessary follow-up treatment and help to secure funds needed to pay for services. Assist families in arranging transportation when necessary.
20. Participate in trainings, staff meetings, support meetings, parent/teacher conferences, and other meetings as required.
21. Participate in pre-service, in-service, and other training opportunities as mandated.
22. Work with parent groups and Policy Council committee members. Assist parents in developing meeting agendas and planning training. Attend the monthly meetings and arrange for transportation for parents as needed.
23. Develop mini groups around a single issue or interest as they arise.
24. Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission, and goals.
25. Meet monthly with center staff to assess center progress. Work with the center staff on its activities.
26. Recruit program volunteers.
27. Assist in keeping work areas clean and orderly.
28. Model professional behavior and dress codes.

SUPERVISORY RESPONSIBILITIES: Directly supervises volunteers. Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include planning and directing professional volunteer work; motivating to succeed and taking corrective action; and addressing complaints and resolving problems.

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

EDUCATION/EXPERIENCE: Minimum of an Associate's degree (A.A.) or equivalent from a two-year college or technical school, and have experience working with families and communities.

LANGUAGE SKILLS: Ability to respond to common inquiries or complaints from families or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

COMPUTER SKILLS: Know basic computer operations, including Windows, Microsoft Office products, and email. Must have the ability to learn Head Start-specific software and data entry.

REASONING ABILITY: Ability to solve practical problems, define problems, establish facts, and draw valid conclusions. Ability to deal with a variety of concrete variables and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Upon hire, must begin work on the Family Development Specialist certification and complete such certification within one year of hire.

OTHER QUALIFICATIONS: Must be able to travel throughout the four-county service area regularly and travel occasionally, state and nationwide. Must have a valid driver's license, access to a vehicle, and be insurable before employment. Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training, and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to a working telephone and must keep Central Office informed of the current telephone number.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee is required to sit and taste or smell. The employee is occasionally required to stand, walk, and climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is regularly exposed to childhood illness. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is loud on occasion. May travel in inclement weather. Must be able to quickly adapt to changing schedule in a hectic environment. May occasionally work evenings and/or weekends.

Revision: 02/2016, 09/2018, 06/2025
Policy Council approval: 02/2016

Reviewed by: Sheri M. Wilson, Executive Director Date: _____

Signature _____ Date _____