



## **STEP FORWARD**

### **Classification Specification**

### **FAMILY SERVICE WORKER (2115)**

#### **Purpose of Classification:**

The purpose of this classification is to enroll and deliver Social Service to Head Start families and children. Engages and increases parental involvement within the Head Start classroom in order to prepare students for kindergarten.

#### **Essential Functions:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Enrolls eligible children into the Head Start program using HS eligibility criteria: schedules appointments to meet with eligible children and parents/care givers to provide information about the Head Start program and assist in the enrollment process; completes intake paperwork and related documents to assist the families in enrollment; follows-up on referrals to ensure service delivery meets standards; maintains an assigned caseload of families in the program.

Implements Head Start program recruitment efforts: meets with parents and families of eligible students in the community and passes out flyers and pamphlets at various recruitment events; maintains a waiting list of children with completed requirements for enrollment and contacts them when an opening occurs.

Participates in multi-disciplinary team meetings to assess family needs and interventions and collaborates with center staff to assure follow through on family service plans.

Visits parents in the home to ensure regular contact with family; assists families with issues such as: regular attendance, medical and dental services, special needs services and provides needed program information.

Attends and participates in parent, community and staff meetings, training sessions, workshops and conferences to learn best practices and information conducive for performing in the position.

Utilizes Child Record Data Base (COPA system) in input information and maintain enrolment, attendance, screenings/tracking records, rosters, transfer and withdrawal information, pending applications, in-kind documentation and other information required by the program.

#### **Additional Functions:**

Performs other related duties as required.

## **Minimum Qualifications:**

Associates Degree in Social Services, Social Work or Family Development or a related field required; supplemented by one year of work experience in social services preferably in an educational environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**License or Certification Required:** Must possess and maintain a valid Ohio driver's license. Must have State of Ohio ACT 33 (Child Abuse) ACT 34 (Criminal Record) and ACT 14 (FBI) Clearances.

## **Performance Aptitudes:**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials such as computer, printer and fax machine used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, disease, or pathogenic substances.

*Step Forward is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*