

**Responsibilities:**

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Identifies and recruits Head Start eligible families and children, including children with disabilities and underserved populations.
- Maintains funded enrollment levels in accordance with enrollment requirements.
- Monitors attendance and provides timely and appropriate family support to reduce absenteeism.
- Assists staff and families to ensure children receive required health screenings and services within 45 day/90 day and ensures health follow-up with parents.
- Recognizes and promotes family's readiness and willingness to participate in the program.
- Establishes professional roles and boundaries in working with families.
- Uses the Family Partnership Agreement as a guide to assess family goals and outcomes monthly throughout the year; provides emergency and crisis assistance to families.
- Facilitates the delivery of services to children and families through collaboration with community partners.
- Actively participates monthly in community agency meetings to establish and foster strong partnerships.
- Identifies available child and family resources and assists with compiling a Community Resource List.
- Acts as an advocate for parents with agencies and school system.
- Assists with organizing parent committee meetings and attends monthly meetings.
- Provides or arranges for training that meets the individual needs of parents.
- Develops and implements program related service projects.
- Establishes and maintains children's file folders according to record keeping procedures.
- Enters timely and accurate child and family service data into ChildPlus; monitors child and family services through ChildPlus reports.
- Effectively prioritizes job assignments and meets all established deadlines and reporting requirements.
- Attends workshops and required trainings.
- Conduct and document first and monthly Family Team meetings with center staff.
- Actively participates in two-way communication with co-workers to ensure all staff is informed of all pertinent information as it pertains to the center and classroom activities.
- Exhibits willingness/flexibility in day to day operations and in providing necessary services to families.
- Participates in activities designed to ensure program quality.
- Provides transportation to health and family services for Head Start families and children when required.
- Conducts home visits to families that may live in high crime areas.
- Travel to various meetings and workshops that may require overnight stays.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

**Qualifications/Requirements:**

- Bachelor's Degree in Social Work or related field or Associates Degree in Social Work or related field.
- Possession of a valid Tennessee Commercial Driver's License and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.

- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.
- Make home visits and transport children and families.

**Knowledge or Skills:**

- Excellent computer skills including database, word processing, internet and email.
- Excellent verbal and written communication skills. Ability to communicate effectively with staff and families.
- Familiar with assigned geographical area and knowledge of community resources.
- Experience in case management and working in a pre-school environment.
- Ability and demeanor to interface and network with staff of professional and civic organizations.
- Organizational and multi-tasking skills. Ability to simultaneously handle multiple projects, which require solution research and implementation.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Adheres to professional ethics and standards.

**Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.**

Highland Rim Economic Corporation  
06/18/2015

Signature \_\_\_\_\_

Date \_\_\_\_\_