

**SOUTH CENTRAL CHILD DEVELOPMENT, INC.**  
**Wagner, SD 57380**  
**Job Description**

**JOB TITLE:** FAMILY SERVICE WORKER  
**REPORTS TO:** HEAD START AREA MANAGER  
**COORDINATES WITH:** HEAD START CLASSROOM & HOME BASE PERSONNEL  
**EVALUATION PERIOD:** 90 DAYS  
**SELF-TERMINATION NOTICE REQUESTED:** 30 DAYS

**MAJOR DUTIES:**

- Work cooperatively with management staff and program administration.
- Work cooperatively with local agencies through the direction of the supervisor.
- Encourage parents to become active participants in the Head Start Program.
  - Volunteer training at classrooms and home base local parent groups.
  - Provide inkind training to parents and families as directed by the supervisor.
  - Assist with local parent group organization and attend parent meetings at the request of the supervisor.
  - Encourage Fatherhood and Youth activities.
  - Ongoing recruitment of families for enrollment in Head Start.
  - Assist families in completion of application and verification of family income.
  - Facilitate parent education/parenting programs at request of supervisor.
- Responsible for making family home visits/contacts as directed.
  - Enrollment activities - complete applications and enrollment forms
  - Distribute program information regarding program activities and goals
  - Complete assigned family service assessments, and family partnership agreements.
  - Provide ongoing support to families in achievement of family goals.
  - Provide families with follow-up resources and materials and support families in accessing community resources.
  - Provide follow-up monitoring of child attendance issues (classroom/home base).
  - Provide assistance in planning transition services for families in cooperation with local school.
  - Provide added support to families who may be “at risk” and of “high needs”.
  - Provide referrals/assistance to families in crisis.
- Assist the Area Manager with the update of the resource directory.
- Assist parents with requested program related travel as directed by the supervisor.
- Assist with developmental screenings, visions and hearings as needed and directed by supervisor.
- Responsible to report suspected child abuse and neglect through supervisor.
- Assist and/or provide opportunities for families to participate in family literacy activities.

**SKILLS:**

- Must maintain a high level of confidentiality of all Program and Agency information.
- Must be able to work with diverse populations both culturally and economically.
- Must have good communication and people skills.
- Must be able to adapt to flexible work hours meeting the needs of families.
- Must have computer skills.

**OTHER REQUIREMENTS:**

- Attend required staff meetings/trainings and continuing education.
- Comply with required reporting and agency procedures.
- Meet travel requirements of the position including evenings.
- Must have use of an automobile and/or willing to use personal auto.
- Must report and document suspected child abuse and neglect to the Area Manager.
- Mandatory employment physical examination upon employment and upon request of the employer in accordance with Agency Personnel Policies and Procedures.
- Must take a TB test upon employment and upon request of the employer.
- Mandatory background check (Child Abuse/Neglect upon offer of employment) will be required in accordance with Agency Personnel Policies and Procedures.

**MINIMUM EXPERIENCE:**

- Preferred experience in working with social service agencies or related service delivery organizations.
- Preferred minimum or two years experience in working with children, families, and communities and/or Head Start desirable.

**MINIMUM EDUCATION**

- High school diploma/GED.
- AA/BA Degree in Social Services or Family Studies.

**AN EQUAL OPPORTUNITY/EMPLOYMENT AT WILL EMPLOYER**