

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: AA Family Service Worker

DEPARTMENT: Head Start

REVISION DATE: November 7, 2018

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee is under the supervision of the Assistant Director I. This position is responsible for enrollment, recruitment, selection and attendance of eligible children and families.

QUALIFICATION STANDARDS:

- Preferred, at a minimum, a credential or certification in social work, human services, family services, counseling, or related field, or successfully obtain after 18 months of hired.
- Must have one experience in a social services program and/or three years of Head Start working experience.

KNOWLEDGE REQUIRED BY THE POSITION:

- Must be bilingual and able to communicate effectively in English and Spanish.
- Must maintain all local, state and federal qualifications for position.
- Must be computer literate (Microsoft Office)
- Must have a personality that is conducive to working with small children and their families.
- Must be of good moral character.
- Must possess a valid driver's license and be insurable, a MVR is required.

ESSENTIAL DUTIES:

- Proactively identifies, recruits, and enrolls eligible children, including children with disabilities.
- Responsible for maintaining an active waiting list.
- Performs community outreach activities to enhance program awareness.
- Must have reliable transportation to conduct home visits.
- Provide social service training for staff and/or parents.
- Monitors children's attendance.
- Assists in the identification, referral and support of children with special needs.
- Must develop and Individual Family Partnership Agreement with each enrolled family and follow up as appropriate.
- Must have reliable, insured vehicle and current driver's license.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to work outdoors as needed

OTHER REQUIREMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, criminal background checks, motor vehicle record are required.
- This position is not covered by Civil Service; however, is subject to all other Webb County Policies.

SUPERVISORY:

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE

Must be able to communicate orally and in writing in the English language and orally in the Spanish language.