

FAMILY SERVICE COORDINATOR

Print

Job Code:	FO1	Division:	HEAD START
Branch:	050-HEAD START MANAGEMENT BLDG	Department:	FAMILY SERVICE COORDINATOR
Reports To:	FAMILY SERVICE ADMINISTRATOR	Pay Grade:	Pay Grade J
FLSA Status:	Non-Exempt	Employee Type:	FULLTIME 80
Prepared By:	HR DIRECTOR	Date Prepared:	06/23/2020
Approved By:	BOARD & PC	Date Approved:	

Summary

Family Service Coordinator -- FO1

Essential Duties & Responsibilities

Assist Family Service Administrator
Assist the Family Service Administrator with general office duties as assigned
Ensure implementation of all federal and state regulations and laws that involve ERSEA and Family Engagement
Assist Family Service Workers with Child Plus operation and implementation
Coordinate and schedule Family Service Meetings in coordination with the Family Service Administrator
Provide support to Head Start staff working with ERSEA and Family Engagement, as needed
Develop, compile, and/or update information in Child Plus to create up-to-date Program Reports
Complete and analyze monthly reports to the areas of ERSEA and Family Engagement at each campus
Track and monitor Family Services at each assigned Campus (including 100% file checks)
Maintain current and confidential family data and other records.

Other Duties

Attend meetings necessary to determine Family Service needs/requirements at each campus
Involvement with Head Start Committees as assigned
Contribute to Team efforts by completing other duties as indicated

Qualifications

Graduate of an accredited High School Program required
Experience with Social Services preferred
Knowledge of community resources preferred
Strong organizational skills required
Computer literate -- experience with Word and Excel required
Associate Degree or higher preferred

Supervisory Responsibilities

None

Physical Demands

Sitting for long periods of time
Some lifting and bending
Long periods of computer use

Training

Annual in-service
First Aid/CPR
Any mandated training

Decision Making

Exercise discretion and independent judgement

Financial Responsibilities

Budget; requisition; documentation of expenditures

Communication

Ability to communicate effectively, both orally and written

Results of Action

Employee Type: FT 80
Benefits: Full - Refer to Policy 301
Leave Type: PL85
Summer Admin: Full

Equipment Used

General office equipment

Work Environment

Campus and Office

Employee's Signature

Date