



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
Web site: www.ncsheadstart.org ~ FAX: (707) 822-7962

JOB DESCRIPTION Northcoast Children's Services **FAMILY WORKER**

The Family Worker, in collaboration with teachers, will provide services to families in the Head Start Center Based program. In partnership with parents, the Family Worker develops mutually trusting relationships, acts as an advocate for families, and provides support services as needed. The Family Worker will assist families in determining their needs and in identifying and developing goals to meet those needs. The Family Worker reports to the Regional or Site Supervisor. This is a non-exempt position.

KEY DUTIES / RESPONSIBILITIES:

Service Delivery

1. Provides case management services to families in the Head Start program, including direct services to families by assisting them in determining family strengths, needs, and goals.
2. In partnership with the center parents, plans and facilitates monthly parenting meetings.
3. Provides crisis intervention as needed and appropriate.
4. Provides education to families relating to topics such as parenting, budgeting, household cleanliness, safety, lice and other family issues as necessary.
5. Models appropriate advocacy skills for parents in working with community agencies, professionals, and schools.
6. Maintains a working knowledge of community resources and current trends in social services.
7. Provides transportation and support for families when needed to access necessary resources.
8. Works collaboratively with staff to provide comprehensive, integrated services for NCS families.
9. Compiles and maintains family case records of services provided.

Community Involvement and Program Integration

1. Works collaboratively with families and other community agencies to provide a full system of care to meet the service needs of the family. Assesses services the family

is receiving and any need for additional services and makes appropriate referrals. Assures that the family is able to access resources and that appropriate follow up is made.

2. Coordinates services for families by arranging case conferences with specialists, coordinators, and other field staff and community agencies.
3. Builds liaisons with other community agencies that will ensure cooperation, coordination and information sharing.
4. Conducts outreach activities to recruit prospective families.

Other Responsibilities

1. Attends meetings, trainings, and individual case staffing.
2. Assists with parenting classes and with providing parenting information for individual families as needed.
3. Initiates, or assists staff to make, child abuse reports as necessary.
4. Maintains a professional attitude, working cooperatively with HS/EHS staff and parents; provides leadership and guidance in treating all children and their families with dignity and respect.
5. Maintains confidentiality as required by law and NCS policy.
6. Attends community meetings where HS/EHS representation is appropriate.
7. Has the ability to work a varied schedule, including some evenings and weekends.
8. Performs other duties as assigned.

QUALIFICATIONS:

1. B.A. Degree from a four-year college or university in social work, psychology, child development or a related field desired.
2. Bilingual in Spanish or Hmong language preferred.
3. One year case management or home visiting experience or working with at-risk families.
4. Knowledge of community resources and how to access services for children and families.
5. Ability to communicate effectively, both verbally and in writing.
6. Knowledge of standard record keeping including progress notes and maintenance of required documentation.
7. Must be able to work with a low income, ethnically and culturally diverse population.
8. Ability to work effectively as a member of a team.
9. Must provide evidence of reliable, insured transportation available for travel during working hours.

10. Driver must provide evidence of a valid driver's license and good driving record.
11. Driver must provide evidence of current automobile liability insurance.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist, and turn.

Health and Safety Training Requirements

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.