

Community Action Partnership of Cambria County

Family Services Assistant (Hourly Non-Exempt)

Reports to: Family Services Manager

Department: Early Childhood

Classification Group: K

Date: February 1, 2022

JOB SUMMARY:

1. The position of Family Service Assistant involves specialized work in developing and maintaining contact between the Early Childhood Programs and parents of these participants.
2. Work involves preparation or development and administration of:
 - a. Agency Early Childhood policies and procedures
 - b. Agency Family Partnership Agreements
 - c. Marketing services on behalf of the Early Childhood Programs
3. This position is supervised directly by the Family Services Manager.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility, transportation, playground, or community outing.
2. When substituting for an Aide on the bus, ensures all children have evacuated the bus, and checks for personal items left on the bus.
3. Assists in all activities necessary to complete the social service Policy Council objectives stated in the Head Start Performance Standards and/or Pennsylvania Pre-K Counts requirements.
4. Assists Family Services Specialists in completing Family Partnership Agreements and ensures timely follow-up is completed through direct services or referrals.
5. Assist with maintenance of monthly computer updates of child information, including but not limited to; family information, program roster, and drop-out/fill-in data
6. Compiles, records, and reconciles monthly in-kind information by the 15th of each month.
7. Monitors daily attendance records on a bi-weekly basis, noting irregularities and compiling monthly attendance reports by center/program group.
8. Assist with development and tracks statistical information on families (i.e. employment, education, social services, training, etc.)

9. Assist with recruitment, completes applications, and enrolls Early Childhood children on an ongoing basis, maintains knowledge and informs staff of current welfare rules and regulations.
10. Conducts Public Relations/Networking in the community and at community events
11. Advocates for the poor and local groups of the organization by working closely with existing agencies and assisting in the mobilization and development of new community resources gaps to meet the needs of the children and families.
12. Assists in coordinating registration day activities at center level.
13. Assists in the development of and updating of resource directories and materials for the assigned center.
14. Assist in the development and implementation of parent trainings and workshops.
15. Assist in the development, implementation and coordination of Dad's Club.
16. Oversees the end-of-the-day transportation procedures including children returned to the center.
17. Completes and submits various reports as required and enters data in Child Plus.
18. Facilitates Parenting Class
19. Assist in the development of Family Services Monthly newsletter
20. Performs case management with families at risk and hard-to-reach families.
Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

ADDITIONAL RESPONSIBILITIES:

1. When in center eats with children as needed sharing the same menu while demonstrating socially acceptable behaviors and manners.
2. When in center will substitute for CSA as needed.
3. Conducts home visits and referrals when requested.
4. Assists with coordinating and facilitating Parent Training program.
5. Participates in meetings, job related trainings and continuing education programs as required or suggested by HHS and sponsoring organizations.
6. Follows the program procedures relating to confidentiality.
7. Performs overnight travel as required.
8. Mandated Child Abuse/Neglect reporter
9. Must pass initial and tri-annual physical exam and TB screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of computers, including MS Word, Excel, and other related programs.
2. Working knowledge of social service systems.
3. Proficient oral and written communication skills.
4. Ability to deal tactfully with the public.
5. Working knowledge of outcome-based services.
6. Pediatric First Aid and CPR Certification.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. Associate degree in Social Services or related field. (Required)
2. Bachelor's Degree in Social Work or related field. (Preferred)
3. Family Service/Development Credentialing Program (Preferred)
4. Minimum of one year experience within the social service field. (Required)
5. Current PA driver's license and reliable transportation. (Required)
6. Free of Child Abuse/Neglect history as verified by proper authorities prior to employment. (Required)
7. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
8. Must meet vaccination requirements set by funding sources. (Required)

EMPLOYEE'S SIGNATURE: _____ DATE: _____