

## **JOB DESCRIPTION**

### **Family Services Coordinator**

#### **MINIMUM QUALIFICATIONS:**

##### **Family Services Coordinator I**

Must have a High School Diploma or equivalence plus two (2) years experience working directly with adult groups and be willing to receive a credential or certification in social work, human services, family services, counseling, or a related field within eighteen months of hire.

##### **Family Services Coordinator II**

Associates (AA) Degree in Social, Human, or Family Services or equivalent college credits towards a Bachelor's Degree in a related human services field and two (2) years experience working with adult groups. The FSC II will demonstrate commitment through participation in ongoing training for the execution of job responsibilities.

##### **Family Services Coordinator III**

Bachelor's Degree in Social, Human, or Family Services and three (3) years of human services experiences. The FSC III will demonstrate commitment through participation in ongoing training for the implementation of job responsibilities.

##### **Family Services Coordinator IV**

Master's Degree in Social, Human, or Family Services field with one (1) year experience in human service preferred. The Family Services Coordinator will participate in annual ongoing training related to the field of work for a minimum of 15 clock hours per year.

#### **GENERAL FUNCTIONS:**

Under the general supervision of an FSC Supervisor, the Family Services Coordinator will assure that Performance Standards are carried out for ERSEA, Child Health and Developmental Services, Child Health and Safety, Child Nutrition, Child Mental Health, Family and Community Partnerships, Program Governance, and Disabilities Services.

1. Participates in program planning process
2. Participates in program self assessment process
3. Supports special initiatives implemented by Baltimore City Head Start Program
4. Utilizes the BCHS data management system to enroll, document and track services to families
5. Develops or assists in developing a comprehensive plan for the provision of social services, in compliance with the Head Start Performance Standards and approved by the appropriate policy groups.

#### **SPECIFIC FUNCTIONS:**

##### **Health/Nutrition**

1. Facilitates the organization of the Health Services Advisory Committee and utilizes the Committee in planning, implementation and evaluation of the health services.
2. Identifies and utilizes state and local resources for health services area.
3. Links the child and family to an ongoing health system.

4. Maintains accurate and updated health records on all enrolled children.
5. Works with staff to integrate health education into the total Head Start Program and assist in providing training to parents, staff and children.
6. Schedules necessary screenings/examinations for children in order to meet time frame as required.
7. Services as a liaison between Head Start and the Health Community.
8. Serves as an advocate for parents regarding health issues.
9. Obtains and assesses nutritional information/needs for each enrolled child.
10. Notifies appropriate staff of identified special diets or eating disorders of children.
11. Monitors child's weight/height on Growth Charts to determine if follow up services are needed.
12. Organizes training for families on nutrition issues.

### **ERSEA**

1. Establishes effective recruitment initiatives.
2. Recruits children for the Head Start Program.
3. Registers families for program and maintains a waiting list.
4. Assists program staff in the Selection Process and placement of children.
5. Monitors attendance of children in assigned classrooms.

### **Family and Community Partnerships**

1. Develops and implements parent orientation.
2. Orients parents to their roles as parents in the Head Start Program.
3. Work with staff to involve parents in all aspects of Head Start.
4. Makes periodic home visits.
5. Maintains records that document parent involvement/participation in program activities.
6. Assist parents in assessing their needs and developing goals.
7. Develops and documents family partnership agreements for all assigned families
8. Provides assistance to families by identifying resources for achieving family goals and objectives.
9. In conjunction with identified staff, develops and implements program's transition plan.
10. Assists in the development of community partnerships in the areas of health, mental health, nutrition, disabilities, family preservation, child abuse prevention, education, child care, and any other areas which may provide support and resources to families.

### **Disability Services**

1. Attends staffings, Child Development Team Meetings, and/or IEP Meetings for all assigned children
2. Actively recruits children with special needs for participation in Head Start
3. Actively participates in program referral process
4. Supports parents on assigned case load through the program's referral process
5. Empowers parents on assigned case load to advocate for their child

**Program Governance**

1. Establishes, implements, and participates in parent committee meetings
2. Assists in the recruitment of parents and/or community representatives to participate on Head Start Program’s Policy Committee
3. Assists in training Policy Committee members
4. Attends regular Policy Committee meetings to serve as a resource and liaison

*By signing this job description, I certify that I have read and understood its provisions; will provide active supervision and ensure the safety of the children put in care; will report any instance of abuse, neglect or other maltreatment in my role as a mandatory reporter; and will compel adherence to the provisions of the Standards of Conduct by all staff, volunteers, visitors, contractors and vendors. I understand that failure to comply with the provisions of this job description may result in disciplinary action up to and including termination.*

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_