

**Children's Friend and Service  
Job Description**

Job Grade: 8

**Title:** Head Start Family Worker - 2

**Reports To:** Family Development Supervisor

**Qualifications:** Bachelor Degree in Social Work, Child Development or a related field. Experience with at-risk families. Must have a valid driver's license, automobile insurance with appropriate limits and liability coverage and a reliable automobile to be used for work related tasks. Must provide documentation showing proof of all medical clearance and immunization requirements. Must maintain CPR and first aid training.

**Duties:**

1. Provide culturally competent home-based case management, crisis intervention, vocational development, and information and referral services to families referred to Head Start. Provide home based parent-child activities to promote positive, nurturing interaction between parents and their children.
2. Ensure program services are in compliance with Head Start/Early Head Start performance standards.
3. Responsible for integration of services for families in the classroom, home, center, and community.
4. Promote parent involvement in both home and center based activities. This includes encouraging meaningful parent volunteer opportunities.
5. Conduct face-to-face client, collateral and provider interviews that are consistent with the Family Partnership Agreement. Make appropriate referrals and linkages to other community resources as needed.
6. Maintain client records and complete all necessary documentation within established program time frames.
7. Provide orientation, training, supervision and support to Family Coaches.
8. Participate in the enrollment of all Head Start/Early Head Start families.
9. Meet established productivity standards for the program.
10. Contribute to the overall success and quality of the program by working constructively and collaboratively with other staff members to address programmatic or agency-wide issues and needs.
11. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.
12. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program).
13. Develop and maintain ongoing outreach strategies to inform families and the community of services and activities at the center.
14. Assist in publicizing agency programs and educating others about the agency and its services.
15. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
16. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

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Employee's Signature

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Date