

JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS
Clatsop County

October 17, 2011

POSITION: Family Worker – Seaside Head Start center

HOURS: 20 hours per week

SALARY: \$9.76 per hour

JOB DESCRIPTION ATTACHED – position is open until filled.

Please send current resume and letter of intent to:

Child & Family Development Programs
ATTN: Pat Eterno
PO Box 362
Seaside, OR 97138

peterno@nworheadstart.org

8. Must have dependable transportation and/or valid driver's license and auto insurance.
9. Prefer Bilingual.
10. Must have current First Aid/CPR cards.
11. Must be on the criminal history registry and pass a pre-employment drug screening.
12. Must be willing and available to work flexible hours.
13. Must be able to travel to out of town meetings and trainings.
14. Ability to occasionally lift up to 50 lbs.
15. Ability to participate in regular kneeling, stooping, bending, and sitting on the floor.

DUTIES AND RESPONSIBILITIES:

1. Assist with the coordination of and encourage parent involvement.
2. Work with the Family Advocate and Center Manager to ensure social service home visits are completed and referrals/follow-up occurs with families. Document on SOAP, Child Plus, Family Partnership Agreement.
3. Assist families with establishing a medical and dental home, treatment as well as updating program tracking of these services.
4. Maintain positive public relations in the community including supporting other CAT programs and activities.
5. Collect and process in-kind.
6. Coordinate with teaching staff to follow up on attendance and absenteeism.
7. Attend all center and program staffings on families assigned.
8. Maintain documentation for all social service activities, referrals and family contact.
9. Maintain knowledge of available community resources.

10. Must maintain program and client confidentiality policies.
11. Will assist with completing necessary Child Plus forms to help ensure and maintain accurate Child Plus data.
12. Other duties as assigned by the supervisor.