

Job Description

FAMILY & COMMUNITY SERVICES COORDINATOR

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Carries overall responsibility for program compliance with the Eligibility, Recruitment, Selection, Enrollment, and Attendance Performance Standards and the Social Services (Family/Community) Performance Standards, grant objectives, federal, state, and local government and all applicable rules and regulations. Supports the agency's mission and philosophy.
2. Provides for coordination of program training activities in the Social Services and ERSEA Components.
3. Meets with the Executive Director to assist in establishment of program goals and objectives.
4. Ensures the agency maintains full enrollment and waiting lists. Reports enrollment information to the Office of Head Start, as required.
5. Ensures the development of Individual Social Service Plans and Family Partnership Agreements for all participating families.
6. Trains the Social Service Aide in the procedures of the Social Service component. Assists the Office Manager in supervision of the Social Service Aide. Gives input into the evaluation of the performance of the Social Service Aide.
7. Trains, supervises, and evaluates the performance of Family Advocates.
7. Provides training and technical assistance in the family and community services component, including, but not limited to family and community services updates, program timetables, forms, handouts, and group or individual teaching, to staff and parents.
8. Jointly conducts staff meetings with the Health Coordinator and other applicable Coordinators.
8. Assists direct service staff in locating and obtaining social services to meet expressed family needs and ensures follow-up on referrals to other agencies to determine adequacy of service. Ensures the health and safety of children and staff during all program activities. Maintains confidentiality of family and program records and information.
9. Develops and maintains an active line of communication with persons and/or agencies providing social services and serves as a positive advocate for program families with social service agencies and the community.
10. Provides for direct social services and crisis intervention as needed by Head Start families when other resources are not available.

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11. Maintains information necessary to determine unmet social services needs of participating families and works with local resources to develop ways to meet these needs.
12. Ensures maintenance and monitoring of participant attendance and family social service records and tracking systems.
13. Arranges for family support services as necessary to enhance participation in program activities.
14. Ensures the development, preparations, and distribution of Community Resource Directories.
15. Maintains up-to-date Social Service and ERSEA work plans. Coordinates with the components of Education, Health, Disabilities, and Transportation. Serves as team leader for the agency's annual self assessment process.
16. Selects, maintains, and distributes Social Service & ERSEA supplies and equipment to ensure consistency with program performance standards and safeguarding of program assets.
17. Meets with other staff to coordinate scheduled activities.
18. Prepares records and reports as required by the Director.
19. Locates, develops and maintains appropriate procedures and providers to provide quality program social services within the limitations of the budget. Prepares an annual budget for Social Service supplies, equipment, services, etc. to carry out the planned activities of the program and monitors expenditures from this account.
20. To the extent able, performs such other duties and responsibilities as assigned by Supervisor, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Director from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

QUALIFICATIONS

Requires the commitment to parents as educators of their own children.

Requires a Bachelor's Degree related to one or more of the disciplines overseen and experience in Early Childhood Education, Special Education, Psychology, Social Work, or related field. Bachelor's Degree in Social Work preferable.

Requires training and experience in field(s) related to social, human or family services.

Requires a minimum of two years experience working with Head Start or comparable programs. Prior supervisory experience desirable.

Requires a background of working with community agencies, children, families, and low-income groups.

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Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires visual ability to recognize non-verbal information when conducting parent trainings, observing transportation system, classrooms, and home visits.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, clients, staff, the agency, and the public effectively.

Requires effective organizational and time management skills in order to complete program records, prepares required reports, and submit required program materials according to agency time lines.

Requires the ability to use abstract reasoning, problem solving, planning and analytical skills in: budget development, program goals and objectives development, staff monitoring and evaluation.

Requires effective interpersonal and oral communication skills, listening and interviewing, to conduct interviews with potential staff, for supervisory duties, and conduct meetings and training sessions with staff and parents.

Requires the ability to travel area wide, and to access classroom and home visit sites when conducting staff monitoring, parent training, and to visit parents. Requires reliable transportation, a valid Illinois drivers' license, and proof of agency requirements for automobile insurance.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills, including out-of-area workshops and meetings of several days duration.

Requires the ability to use the telephone, calculator, and to learn and comprehend computer word processing and ChildPlus child tracking system.

REPORTS TO: Executive Director

EMPLOYED: 40 hours per week, 52 weeks per year

SALARY: _____

OVERTIME STATUS: Exempt