



PINELLAS COUNTY HEAD START/EARLY HEAD START

2210 Tall Pines Drive, Ste. 210

Largo, FL 33771

Phone: 727-547-5979/Fax 727-535-6013

FAMILY SERVICE WORKER

We reserve the right to consider Head Start Child Development & Family Services, Inc. employees for promotion or transfer, or Head Start/Early Head Start parents for positions in the agency, prior to publicly advertising the position.

Location Countywide

Description

This position involves working with the families of Head Start children in order to determine family needs and to assist with facilitating these needs.

Job Responsibilities

- Meet agency funded enrollment needs as directed by supervisor or manager
- Makes home visits in order to gather information to address needs of agency clients
- Documents services provided to clients to justify program activities
- Follow-up on referrals addressing client needs
- Make contact with various other social service agencies to identify and secure services for agency clients
- Tracks and investigates attendance on enrolled children
- Recruits children as designated by program performance standards and community assessment needs
- Adheres to agency, state, and local mandates regarding child abuse reporting

Required Qualifications

- Must meet the requirements of the Pinellas County License Board for Children Centers and Day Care Homes.
- Ability to relate to families of diverse economic, ethnic and social background.
- Ability to read, write and follow oral and written instructions.
- Ability to interview clients and document findings.
- Ability to make mature decisions on sensitive cases.
- Some knowledge of computers and data entry skills.
- Ability to work with and communicate effectively with other people (children, staff, parents, other agency representatives, etc.)
- Ability to maintain confidentiality on sensitive cases.
- Ability to collect information about other agencies and deliver services to families in the community.
- At employment must obtain a physical examination including a TB Test
- Must be insurable by the agency's automobile carrier

Education

High school diploma or GED. Bilingual (English/Spanish) encouraged to apply.

Additional Information

Position Type: Regular Full Time

Salary: \$8.63 - \$13.28/hr.

EEO/DFWP

Contact: To apply contact Human Resource Department at 727-547-5979, fax resume to 727-535-6013 or apply online at www.pinellascountyheadstart.org

Posted:

09/17/09

Closing:

Open until filled

Note: We will not contact your current or past employers to verify any of the information contained in the fax/mail resume submission until you have completed the Agency's official application form.