



JOB POSTING

POSTING DATES: January 28, 2010 thru February 4, 2010

DIVISION: **VISTAS NUEVAS HEAD START**

POSITION TITLE: **Family Services Worker II (FSW II)**

DIRECTLY RESPONSIBLE TO: Social Services Specialist (Coordinator)

GENERAL STATEMENT OF DUTIES:

The Family Services Worker II will have to be familiar with all aspects of the Head Start program including the performance standards, the program plans, and all program policies. This person must have an awareness of the philosophy and goals of the program in order to help parents become active advocates for their children.

The FSW II works under the direction of the Social Services Specialist. They are responsible for all center records, intake, referral, follow-up, regular contact with the family, recruitment and helping families set goals for themselves which will assist them in becoming more self-sufficient.

The FSW II is also responsible to complete hearing and vision screening at the center as well as conduct parenting classes such as "Looking at Life" or other approved programs. They are to assist with parent meetings and planning for parent training on site.

QUALIFICATIONS:

The Family Services Worker II requires completion of a Bachelor degree in human services field from a university or college of recognized standing to include courses in the areas of counseling, case management, group work, and at least two years experience in the social service setting.

Must also complete Food Handlers, First Aid and CPR classes: pass requirements for licensing including criminal clearance, FIA clearance and drug screen.

NOTE: Equivalent combinations of education and experience that could provide the required knowledge, skills and abilities, will be evaluated on an individual basis.

CONTINUOUS QUALITY IMPROVEMENT AND ETHICAL CONDUCT:

All personnel of Matrix must adhere to the NASW Code of Ethics and incorporate Continuous Quality Improvement efforts into their everyday performance.

RELATED KNOWLEDGE, SKILLS AND ABILITIES:

- Good written and oral communication skills and computer literacy.
- Ability to write clear and accurate reports.
- Good organizational skills and time management.
- Must be resourceful, patient and sensitive to the needs of staff and families.
- Must be culturally sensitive able to work in a diverse community.
- Must be physically and mentally capable of performing all the duties of the classification.
- Must be able to read, write , and communicate in Standard English.
- Must have transportation, insurance, and valid driver's license in order to attend meetings, trainings, and complete responsibilities.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- The FSW II will have to be familiar with all aspects of the Head Start program including the Performance Standards, the program plans and all program policies.
- This person must have awareness of the philosophy and goals of the program in order to help the parents become active advocated for their children.
- Must be able to participate in community meetings and boards as a representative of the agency.
- Assist in completing all screenings necessary for the child's enrollment including vision and hearing, assessment and others screenings for which training is provided.
- Provide parenting training as required – schedule training as requested.
- Interview program participants to obtain background information, conduct assessments and determine eligibility and nature and extent of services required.
- Maintain records of services provided.
- Refers participants to other agencies or programs for specialized services.
- Follow up on referrals and maintains data on the number of clients referred.
- Maintains contacts with public and private social service agencies to obtain information on referrals.
- Performs community outreach to inform the public and other service providers of Head Start Services available.
- Must participate in program activities and community events which are sponsored by agency.
- Assist the Education staff in the classroom placement of children.
- Responsible for assisting in child recruitment and enrollment for the program year in each respective center.
- Must work on recruitment of children for program and assist in maintaining enrollment.
- Responsible for setting up the preliminary screenings of all children and for carrying out the medical and dental program in each center including setting up child physicals, immunizations and transportation to and from appointments.
- Responsible for facilitating Parent Involvement in the center, including participation of volunteers in parent training sessions.
- Familiarize the parents with available resources in the area served, makes and accepts referrals for the children and families to and from other agencies.
- Assist the Education staff in the classroom placement of children.
- Make periodic home visits.
- Responsible for maintaining current and accurate records as required by the program and for insuring their confidentiality.
- Must be involved in ongoing professional development.
- Help organize and carry out parent training activities and support groups.
- The FSW II will attend Pre-Service, In-Service and all staff meetings.
- Must participate in community meetings and boards as a representative of the agency.

- And all other duties as assigned.

EQUAL OPPORTUNITY EMPLOYER

Please send resume to:

Matrix Human Services, Human Resources Department

120 Parsons Street, Detroit, MI 48201

Email: dnewing@matrixhs.org

MATRIX
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