



Employment Opportunity
Butler County Educational Service Center
March 10, 2020

POSITION: Family Service Worker

DESCRIPTION: To maintain enrolled families in Head Start centers in accordance with Head Start Standards, Ohio Department of Education Pre-School regulations, BCEESC policies and procedures; caseload size is determined by center's program option(s); ensure compliance with Head Start Standards; serve as a liaison between parents and staff; ensure that comprehensive services are provided for all children on caseload and to link families with the appropriate community social service/health service agency for direct services. To maintain the health and safety of children. To provide active supervision of students.

QUALIFICATIONS:

- Associates or Bachelor's degree in Human Services Field or equivalent experience preferred.
- Spanish Speaking preferred.
- One (1) year prior social service experiences with families. Under graduate field practicum experience acceptable.
- Valid Ohio driver's license with good driving record and daily access to private insured vehicle during working hours.
- Willingness/ability to work as a team member.
- Computer expertise appropriate to the position.
- Good organizational skills.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To maintain a minimum of 90% average daily attendance of enrolled children, by taking attendance in the classroom, inputting attendance, follow up with families about attendance thru phone calls and home visits.
- To ensure the provision of the required social, parent involvement and health services to enrolled children and their families.
- To take Intake Applications from eligible participants.
- To collect data and maintain current, accurate records and documentation including: Attendance, Family Partnership Agreement, Family Goals, Case Contacts, Home Visits, Parent Group Meetings, Health records and USDA eligibility.
- To provide Family and Community Partnerships Manager and Assistant Managers with required information in a timely manner.
- To work as a team member in the day to day operations of assigned center
- To provide active supervision of students and follow all health and safety practices.
- To participate in staff meetings, trainings, and center team meetings.

- To support the arrangements for required Health screening, examinations and immunizations. Facilitate follow-ups as needed.
- To assist in the facilitation of parent activities.
- To assist in involving the child and family in necessary social services involvement. To assist in compliance with Ohio Department of Education Preschool Licensure, Head Start Standards rules/regulations, policies and procedures.
- To represent the program throughout the community to advocate for new and/or improved services to families.
- To be a mandated reporter and report all suspected child abuse or neglect to Children Services and maintain safety of family and self.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan and organize own work to meet priorities with the use of time management and outlook calendar
- To meet deadlines (daily, weekly, monthly, quarterly, and yearly).
- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertains to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.
- Maintain good work attendance.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures; component plans; public relations; required reports; inventories; requisitions; ODE early childhood education standards; emergency preparedness drills.

Ability to: Interpret policies, procedures, and regulations; follow component plan; communicate effectively; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; lift a moderate amount of weight.

Skill in: Use of computer.

EQUIPMENT OPERATED:

Computer, phone, fax and other customary office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to severe weather, heat, communicable diseases, attends functions or performs duties outside normal working hours, exposure to heavy equipment, loud noise,

irritating and hazardous chemicals, electrical hazards, and lift moderate amounts of weight up to 55 pounds.

Frequent: Travel to meetings, homes and early childhood provider sites. Exposure to blood, bodily fluids and tissue, unruly children/adults.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Staff.

STARTING DATE: As soon as possible
SALARY: \$14.28 - \$22.71 per hour based upon education and experience
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full Time – 210 days
DEADLINE: March 16, 2020 for internal candidates: until filled for all other applicants
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.