



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Family Services Specialist
DEPARTMENT.....: Housing & Human Services
DIVISION.....: Head Start
CLASSIFICATION/GRADE.....: Program Specialist/206
REVISED.....: 04/2022
REPORTS TO.....: Head Start Administrator
REVIEWED.....: 04/2022
WAGES.....: Exempt (Salary)

SUMMARY:

Works under the direct supervision of the Head Start Administrator and is responsible for the implementation of the Family Involvement, Family & Community Partnerships Content Areas in accordance to the Head Start Performance Standards.

BASIC FUNCTIONS:

1. Oversee and provide guidance for the Family Involvement component of the Head Start Program in accordance with the Head Start Performance Standards.
2. Responsible to supervise and monitor the Family Partnership Process withing each of the ten Head Start classrooms.
3. To provide leadership, training, and assistance to the Teachers and Assistant Teacher who will provide Family Services to each family enrolled in their classroom.
4. Responsible for assisting Head Start Administrator in data collection for Self-Assessment, Program Information Report, Community Assessment, and other survey activities including any data entry required to support the information collected.
5. Collaborates with all other Program Specialists to ensure that the proper services to children and families in the Head Start Program has been coordinated.
6. Plans and implements creative programs and projects for families and community partners to raise the non-federal share of the budget.
7. Collects and evaluates all Parent Involvement and Family Services reports from the Teachers/Assistant on a regular basis and reports information collected to supervisor.
8. Ensures that Policy Council, Parent Committee, and Head Start Staff remain updated on Head Start Performance Standards, policies, and procedures, Content Areas Plans, and implements training for staff as needed.
9. Assists with the preparation of the PIR through out the program year.
10. Assists with the preparation of annual budget related to assigned areas of responsibility.
11. Plans and implements training of Parent Committee members from each Head Start Center on Parliamentary Procedures and other topics to ensure that each Parent Committee understands its role and responsibilities.
12. Participates with the Case Management Team to review the needs of Head Start children and families with disabilities/special needs to determine intervention plans.
13. Performs other duties as assigned by Supervisor.

OTHER REQUIREMENTS:

1. Must be able to engage in, develop, and sustain relationship with positive families to support effective Family Services and Outcomes.
2. Must sign and adhere to the TPCG/Head Start Standards of Conduct while employed.
3. Attends workshops, conferences, and seminars as related to content areas assigned.
4. Attends meetings as assigned by the supervisor.
5. Assist in recruitment, registration, etc as necessary.

EDUCATION/EXPERIENCE:

1. At minimum, a baccalaureate degree, preferably related to one or more of the disciplines they oversee (HSPPS 1302.91 (d)(1)).
2. Requires a minimum of two (2) years experience in federal programs and/or social services.
3. Must have some knowledge of technology.
4. Must possess a valid Louisiana Driver's License.
5. Must be able to effectively communicate with different socio-economic individuals and families.
6. Must possess effective writing skills.
7. Must be flexible in job assignments and work hours.