HEAD START OF YAMHILL COUNTY

1006 NE 3RD STREET (SUITE A), MCMINNVILLE, OR 97128

POSITION DESCRIPTION

Revision Date: 12/2024	**Position Number:** HSYC 18-05-FS **FLSA Status:** Non-Exempt
Position Title: Family Support - bilingual	**Pay/Category:** $19.34 - $22.36 Depending on Educational Level Fulltime with Benefits
Reports to: Family Services Coordinator	**Positions Supervised**: None

GENERAL DESCRIPTION:

This position serves as the home-school link in HSYC's dual-generation programming provision up to 40 families and their children which includes: social and self-sufficiency services; health, family literacy and parent education; and parent engagement in their children's growth and learning in compliance with Head Start Performance Standards and state regulations. Ensures the health, nutrition, mental health and disability services for Pre-K children. Responsible for performing family visits with each assigned family throughout the school year. Coordinates and implements program-wide parent engagement activities and events. Assists and supports the classroom and center teams with the completion of daily functions and duties, and acts as a leader and support. Family Supports strive to cultivate a healthy team atmosphere and assure the program needs for a safe, healthy, and cohesive environment for children, families, and staff.

ESSENTIAL JOB DUTIES:

1. Establish positive, strengths-based relationships with assigned families, co-workers and children by:
    a. Fostering the belief that parents are their child's best teacher and reinforcing this concept with practical suggestions for its development.
    b. Recognizing, accepting and supporting individual differences and learning styles as reflected in activities and adults' interactions with children.
    c. Supporting parents in understanding child development and developmentally appropriate practices as they pertain to their child.
    d. Supporting parents to promote healthy attachments and lifestyles.
    e. Performing as a team member to aid in areas of need across components.
    f. Supporting parents with the attainment of community resources including dental and medical providers.
    g. Establishing bi-cultural competency as it applies.
    h. Being available to support evening and weekend events and parent activities.
    i. Completing a minimum of (6) home visits with each family (including enrollment visit), with more visits completed as needed.

2. Family Supports are responsible for:
    a. Establishing positive and productive relationships with assigned families.

b. Supporting parenting skills development utilizing HSYC-established curriculums, and modeling these skills as needed.
c. Developing plans with each family using the Family Partnership Agreement (FPA) to support family identification of needs to build upon family strengths and interests to support family-directed goals.
d. Supporting parents in providing safe and healthy environments in the home to enhance the child's development and learning across all components.
e. Encouraging and supporting dual language learning opportunities and processes program-wide at all levels.
f. Collaborating with Specialists and Coordinators to best serve children with special needs including mental health, disabilities, and health issues.
g. Planning and completing all required home visits, working with families to provide appropriate parent educational topics and/or social service support for children and families.
h. Facilitating reflective conversations with families/ Motivational Interviewing.
i. Sharing parenting education curriculum content with families such as Circle of Security, Partners for a Healthy Baby, Make Parenting a Pleasure, Nurturing Fathers and Conscious Discipline.
j. Coordinating and facilitating all aspects of parent participation in family meetings, male involvement activities, Policy Council, family visits, parent education, and the annual HSYC family events.
k. Working with the Coordinators to plan, coordinate, and provide for the delivery of identified services to families and children in the areas of health, nutrition, social services, mental health and special needs.
l. Assisting in the coordination of transition activities with the Specialized Services Coordinator and teaching teams.
m. Facilitating and participating in case management reviews and maintenance of all related documentation of services.
n. Ensuring all agency family/child requirements are met and documented in a timely manner (child dental and Well-Child exam completion, up-to-date child immunizations, etc.)
o. Ensuring that the child/family tracking systems in all program areas are satisfied according to HSYC Family Services timelines.
p. Completing all necessary documents according to the timeline; documents are complete and accurate; follow-up assignments are completed.
q. Completing all necessary reports, documents, forms, timesheets, mileage, and cycle reports, etc. consistently, according to requirements and timeline.
r. Supporting, facilitating or teaching a minimum of one parent education class or workshop each school year.
s. Providing information regarding community resources, referrals, and referral follow-up in a timely manner to support parenting success.
t. Attending required trainings, conferences, meetings, CTMs, and/or other requirements.
u. Attending the Pre-K or Toddler classes on a regular basis during differing times of the school day as the home-school liaison.
v. Supporting by actively providing year-round recruitment of families to the program.
w. Assuming liaison role to community and state social service agencies to promote individual family needs and representation of the agency.

3. As a team member:
    a. Coordinating the correspondence flow between the center and the administrative building.
    b. Supporting the center's inventory of parent event supplies and ordering of supplies as needed.

4. Utilizing time management skills to ensure all job responsibilities are met, including assisting the team with center meetings, family meetings, etc.

5. Performing other duties as assigned.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. REQUIRED:
    a. Credential or Certification in social work, human services, family services, counseling or other related field, within 18 months of hire OR
    b. Home Visitors CDA credential or equivalent

MINIMUM QUALIFICATIONS:

1. Knowledge of, or a willingness to learn about:
    a. Child Development & Developmental Parenting
    b. Early Child Education
    c. Developmentally Appropriate Practices
    d. Children with challenging behaviors and/or special needs
    e. Parents who have experienced a variety of life challenges
    f. Provision of social services and/or parent training for families
    g. The ethical practices as listed in the NAEYC Code of Ethics
2. Demonstrate the competency to plan and implement home visiting experiences that ensure effective implementation and promote children's and families progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.

3. Demonstrate the ability to use positive guidance techniques (CD) with children, families, and co-workers.

4. Enthusiastic, energetic, compassionate, sensitive and respectful personality who maintains confidentiality and exercises sound judgement concerning privileged information.

5. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.

6. Must have reliable transportation and valid driver's license.

COMMUNICATION SKILLS:

1. Able to:
    a. Communicate effectively, positively, respectfully, sensitively, and confidentially with children, families and co-workers.
    b. Communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
    c. Participate in effective conflict resolution practices.
    d. Use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.

2. Computer literate in Word, Excel, e-mail and the ability to learn data base systems.

3. Represent the organization to the public in a professional manner.

4. Ability to read, speak, and write with proficiency in the English language.

5. Bilingual / Bi-literate English/Spanish is required.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check.

2. Pre-employment physical and as required throughout employment.

3. Self-Health Appraisals throughout employment.

4. Complete the Head Start 101 and Human Resources trainings.

5. Obtain Food Handler's certification within 30 days of hire*

6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.

7. Obtain the CPR/1st Aid Certification within 90 days of hire.

8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 30 days of hire.

9. Obtain the Foundations for Learning within 90 days of hire

10. Enrollment in Oregon Registry Online**

11. Reliable Transportation

*not required for Administrative office staff/ those not typically in the classroom

**required for all classroom staff, education support staff and education supervisors

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal

records checks as required by ORS 181.537, and child protective services records checks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds with assistance.

MENTAL DEMANDS:

1. Job requires mental alertness.

2. Ability to anticipate possible crisis situations and deal with them effectively.

3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Exposure to indoor environments and outside weather conditions.

2. Driving in all conditions (keeping safety in mind).

3. Work within a team environment.

CONFIDENTIALITY:
This position respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues, and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

_____ _____

Signature **Date**

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.