

PENINSULA SCHOOL DISTRICT
Job Description

FAMILY SUPPORT SPECIALIST AND HEALTH ASSISTANT - ECEAP

JOB SUMMARY:

This position serves as liaison between families, schools and community service resources to provide social and health support services to preschool students and family members who are eligible for the Early Childhood Education Assistance Program (ECEAP) and/or students with developmental handicaps.

DUTIES AND RESPONSIBILITIES:

1. Organizes social services, family involvement, health, nutrition and mental health components for the preschool program at assigned schools.
2. Conducts outreach to community served by assigned school. Recruits and enrolls children and families for the program.
3. Provides program orientation to parents and families as to their rights and responsibilities in the program; encourages parents to participate in decisions concerning the content and direction of the program. Assists parents to identify and develop personal strengths. Provides leadership and service opportunities for family members.
4. Conducts family resource assessment, develops and implements a program of services and coordinates interventions to assist families. Provides current information on community resources and assists families in working with agencies or community organizations to meet family-identified needs. Serves as advocate or spokesperson for families.
5. Provides consultation and advice on issues such as child health, behavior management, social service referrals, parenting skills and a wide variety of other matters to assist parents in improving the home environment to benefit the child's education.
6. Provides support for families in crisis; coordinates efforts for consistency and routine in the lives of children.
7. Acts as a liaison between parents and school and works to develop a spirit of community. Provides for and/or conducts parent meetings and parent classes; writes newsletters and flyers about special events; promotes communication between parents, school and social service agencies; generates activities to enable families to interact with one another. Facilitates family volunteer part of the program and maintains records of all volunteer hours.
8. Establishes and maintains a network with local agencies and organizations that provide social and health services to children. Performs a variety of public relations activities in support of the program.

9. Maintains accurate program records and files, including enrollment information, family assistance referrals, health and immunization records and follow-up data. Produces reports as required.
10. Assists the teacher with health/nutrition instruction and assists with other classroom activities as needed. Assists in the planning and implementing the activities to assist transition to kindergarten.
11. Attends inservice training sessions and staff meetings as scheduled. Participates in quarterly multi-disciplinary staffings for each family.
12. Performs other duties as assigned. May have flexible hours to allow employee to participate in family and community activities related to the program.

REPORTING RELATIONSHIPS:

Reports to ECEAP Program Specialist.

WORKING CONDITIONS:

Work is performed in elementary schools, out in the community and in the homes of families. Required to travel to make home visits; occasionally required to deal with angry or upset parents or children; required to adapt to a variety of home environments and family belief systems and to model appropriate and effective behavior. May experience frequent interruptions; required to shift priorities in response to program changes.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education & Experience

Bachelor's degree in social service or social science or Associate's degree in social service and two (2) years of related field experience. Experience with social service programs and agencies.

Allowable Substitutions

Such alternatives to the above qualifications that the District may find appropriate and acceptable.

Knowledge, Skills & Abilities

Ability to effectively communicate with preschool age children, family members, outside agencies,

co-workers and other district staff in diverse environments.

Ability to remain flexible to changes in assignments or situations.

Ability to organize own work and work independently.

Ability to understand the school district and its relationship to the community.

Ability to deal with frustrated and/or difficult people.

Ability to operate general office machines and a computer.

Ability to maintain accurate, complete records.

Access to personal vehicle and proof of insurance.

Ability to lift 20 pounds and push/pull 40 pounds.

Skill in creative problem solving.

Effective time management skills.

Effective written and oral communication skills.

Ability to learn new skills quickly.

Ability to maintain strict confidentiality.

Desirable Qualifications

Experience working with low income preschool children and their families. Knowledge of county and local resources for families and appropriate referral procedures.