

Date Posted: 2/2/10

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Family Service Provider

Employer/ Agency: Harris County Department of Education Head Start

Job Description:

1. Demonstrate knowledge of Head Start Program Performance Standards and HCDE Head Start priorities, program plans, policies and procedures.
2. Identify, recruit, complete application, and enroll children for participation in the Head Start program.
3. Work with families to identify strengths and needs and to develop family partnership agreements.
4. Act as an advocate and supporter of the children and families enrolled in the program, both within the center and the larger community.
5. Work with families to increase the family involvement in the child's education and the Head Start program.
6. Assist families and staff in becoming knowledgeable of community resources.
7. Link families to appropriate resources.
8. Assist in establishing training sessions for staff, parents and students.
9. Support families in securing Head Start related appointments for children, parents and staff.
10. Ensure accurate and timely completion of documentation related to eligibility, enrollment, transition, termination, and case management with Head Start children and parents.
11. Participate in committees and workgroups as assigned.
12. Participate in program monitoring.
13. Maintain appropriate records to document parental and community involvement and participation in the Head Start Program.
14. Plan and implement procedures for the transition of children in and out of the program.
15. Provide staff support and leadership for parent committees and policy council members.
16. Complete referrals for children with special needs to local independent school districts.
17. Accurate and timely submission of required and requested reports.
18. Maintain complete and accurate records.
19. Maintain confidentiality of information.
20. Perform other duties as assigned

Qualifications:

Bachelor's degree in Social Work, Psychology, Sociology, Public Health or related field from an accredited university

Strong communications, public relations, and interpersonal skills

Community assessment and resource knowledge

Ability to coordinate services for preschool children, parents, Head Start officials, and public agencies

Ability to use a variety of software, including Microsoft Word, Excel and Access

Two years of experience in social work, family or child services, case management, community health, or related areas, or a Master's degree in Social Work, Psychology, Public Health, or related field from an accredited university and one year or experience in social work, family or child services, case management, community health, or related areas

Bilingual Preferred.

Employer/ Agency:

Harris County Department of Education

Address:

6300 Irvington Blvd.

City, State, Zip:

Houston, TX 77022

Contact Person:

Kris Duke

Contact Title:

Recruitment Coordinator

Email:

kduke@hcde-texas.org

Application Method:

Apply online at: jobs.hcde-texas.org

Opening Date:

Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you