

Job Title	Family Services Provider - Bilingual
Employer/ Agency	Harris County Department of Education
Job Description	<p>Primary Purpose: To recruit and enroll children into the Head Start program, to provide parent-driven, family centered case management services that support families in building skills and achieving goals, and to promote parent, family, and community engagement in the Head Start program.</p> <p>Major Responsibilities and Duties:</p> <ol style="list-style-type: none"> 1. Model HCDE and Head Start’s mission, vision, and values. 2. Identify and recruit eligible children for participation in the Head Start program. 3. Complete applications and enroll children on an ongoing basis. 4. Develop positive, goal-oriented relationships that support parent, family, and community engagement. 5. Assess families’ strengths and needs to develop individualized partnership plans that support skill building and goal achievement. 6. Connect families with appropriate community resources and complete home visits as required. 7. Provide timely case management and follow-up services. 8. Maintain current and accurate documentation and complete regular data entry. 9. Actively support parent engagement in the program, including family education and literacy events, Parent Committee, and Policy Council. 10. Cultivate existing relationships with community partners and create new ones. 11. Participate in committees, workgroups, and trainings as assigned. 12. Maintain confidentiality of information. 13. Perform other duties as assigned.
Qualifications	<p>Education/Certification:</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited university in Social Work, Psychology, Sociology, or related field (<i>Case management work experience may be substituted for a degree in an unrelated field</i>) <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Ability to interact with diverse populations • Ability to work cohesively on an interdisciplinary team • Ability to identify and solve problems • Ability to effectively coordinate services for preschool children and their families • Knowledge of community resources and ability to assess family and community needs

	<ul style="list-style-type: none"> • Proficiency with a variety of software, including Microsoft Word, Excel, Power Point, Publisher and Access • Bilingual (English/Spanish) speaking skills preferred <p>Experience: Two years of experience in social work, family or child services, case management, community health, or related area</p>
Salary/Hours	\$36,519 - \$36,884 / Per Year Full-Time (40 hours/week)
Address	6300 Irvington Boulevard
City, State, Zip	Houston, TX 77022
Contact Person	Laura Nilon
Contact Title	Human Resources Recruiting Coordinator
Telephone Number	713-696-8287
Fax Number	713-696-0739
Email Address	lnilon@hcde-texas.org
Application Method	Online Application: www.hcde-texas.org https://hcdetexas.tedk12.com/hire/index.aspx
Opening Date	8/22/2018

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