

Job Title	Family and Community Services Coordinator
Employer/ Agency	Harris County Department of Education (HCDE)
Job Description	<p>To recruit and enroll children into the Head Start program, provide parent-driven, family centered case management services, promote parent, family, and community engagement in the Head Start program, and establish collaborative relationships with community organizations that provide services responsive to the needs of Head Start children and families.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Model HCDE and Head Start’s mission, vision, and values. • Identify and recruit eligible children for participation in the Early Head Start program. • Complete applications and enroll children on an ongoing basis. • Develop positive, goal-oriented relationships that support parent, family, and community engagement. • Assess families’ strengths and needs to develop individualized partnership plans that support skill building and goal achievement. • Connect families with appropriate community resources. • Complete family home visits and visits to child care partners as required. • Provide timely case management and follow-up services. • Maintain current and accurate documentation and complete regular data entry. • Actively support family engagement in the program, including family education and literacy events, Parent Committee meetings and Policy Council involvement. • Establish ongoing collaborative relationships with a wide range of community agencies to meet the needs of Head Start children, families, and staff. • Work to expand and enhance the visibility of the Head Start program in the community. • Ensure the acquisition, documentation and reporting of in-kind contributions. • Maintain confidentiality of information. • 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 (Case management work experience may be substituted for a degree in an unrelated field) <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Ability to interact with diverse populations • Strong critical thinking skills • 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

	<ul style="list-style-type: none"> • Knowledge of community resources and ability to assess family and community needs • Proficiency with a variety of software, including Microsoft Word, Excel Power Point and Publisher • Bilingual (English/Spanish) speaking skills preferred <p>Required Experience:</p> <ul style="list-style-type: none"> • Three years of experience in social work, family or child services, case management, community health, or related area • Experience working with diverse communities, individuals, and/or community organizations to coordinate volunteer programs and special events
Salary/Hours	\$53,510 - \$53,510
Employer/Agency	Harris County Department of Education (HCDE) Head Start Child Care Partners
Application Method	Apply online: https://apps2.winocular.com/harriscosd/jobs/ Job# 001803 Search by Job Title
Opening Date	04/17/2015

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