

Job Title	Family Services Provider
Employer/ Agency	Harris County Department of Education (HCDE)
Job Description	<p>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>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 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 and complete home visits as required. • Provide timely case management and follow-up services. • Maintain current and accurate documentation and complete regular data entry. • Actively support parent engagement in the program, including family education and literacy events, Parent Committee and Policy Council. • Cultivate existing relationships with community partners and create new ones. • Participate in committees, workgroups, and trainings as assigned. • 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 • 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 • Proficiency with a variety of software, including Microsoft Word, Excel Power Point and Publisher • Bilingual (English/Spanish) speaking skills preferred

	Required Experience: <ul style="list-style-type: none">• Two years of experience in social work, family or child services, case management, community health, or related area
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# 001862 Search by Job Title
Opening Date	07/06/2015

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