

Job Title	Family Services Provider - Bilingual
Employer/ Agency	Harris County Department of Education
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 to build skills and achieve 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. Maintain confidentiality of information. 3. Identify and recruit eligible children for participation in the Head Start program. 4. Complete applications and enroll children on an ongoing basis. 5. Develop positive, goal-oriented relationships that support parent, family, and community engagement. 6. Assess families' strengths and needs to develop individualized partnership plans that support skill building and goal achievement. 7. Connect families with appropriate community resources and complete home visits as required. 8. Provide timely case management and follow-up services. 9. Maintain current and accurate documentation and complete regular data entry. 10. Actively support the Parent Committee and Policy Council. 11. Cultivate existing relationships with community partners and create new ones. 12. Participate in committees, workgroups, and trainings as assigned. 13. Perform other duties as assigned. <p>Equipment Used: Desktop computer, facsimile machine, scanner and copy machine</p> <p>Working Conditions:</p> <ul style="list-style-type: none"> • Occasional prolonged and irregular work hours • Periods of stressful and challenging interpersonal management • Work in variable environmental conditions • Visiting client homes • Driving a motor vehicle within the county • Lifting, positioning, and transferring students and materials weighing up to 40 pounds <p>A performance evaluation will be conducted annually by the Center Manager that includes feedback from Family Services Coordinators.</p>

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 <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 (Spanish/English) speaking skills preferred <p>Experience:</p> <ul style="list-style-type: none"> • Two years of experience in social work, family or child services, case management, community health, or related areas
Salary/Hours	\$36,519.00 / 40 hours per week. Salary and work year to be established by the HCDE Board of Trustees.
Employer/Agency	Head Start
Contact Person	Laura Nilon-Williams
Contact Title	HR Coordinator
Telephone Number	713-696-8287
Fax Number	713-696-0739
Email Address	lnilon@hcde-texas.org
Application Method	www.hcde-texas.org
Opening Date	Open to filled

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