

CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
FAMILY SERVICE WORKER

DESCRIPTION OF WORK

General Statement of Duties: Assists the Family Service Specialist/Manager and Family Service Specialist in the implementation of activities in the Family and Community Partnership/Family Service component in accordance with established Performance Standards.

Supervision Received: Under the direct supervision of the Family Service Specialist/Manager.

Supervision Exercised: None.

EXAMPLE OF DUTIES: (Duties may include but are not limited to the following):

Assists in recruitment and enrollment procedures. Will assist with the Family Service Specialist/Manager and Family Service Specialist in acquiring data for the Community Assessment, which is conducted annually.

Assists the Family Service staff in coordination the referrals and follow-up o Head Start children and families. Will assist in delivery and referral of services to children and families in the areas of counseling, group activities and training opportunities.

Must be willing to participate in any training offered through Head Start to upgrade qualifications/capabilities. Will assist in the compiling and filing of all monthly reports.

Participates in all activities during "The Week of the Young Child". Attend and assist with Annual Head Start Pow-wow, Field Day and Graduation.

Assists in development and update of a Resource Manual each year and dissemination of information to families of Head Start children. Provides emergency assistance and crisis intervention as deemed necessary and realistic in cooperation with Family Service staff.

Assists in development and implementation of individual Family Partnership Agreement of each Head Start family that describes family goals, responsibilities, timetables, and strategies, achieving these goals as well as process in achieving them.

Family Service staff shall make regular scheduled family contact. Coordinate with other component staff. The contacts will be based on referrals from staff, parents, community members and the family Partnership Agreements.

Attends the Health & Family Service Advisory committee meeting. Must assist in completing 20 Community Assessment Surveys forms for the Family Service office.

Other job related duties as assigned by Program Director.

MIMIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Counseling, interviewing, Group Counseling and group Facilitating Skills include knowledge of Human Development, Family Dynamics, Lakota Language and Culture, Resource and Confidentiality provisions and requirements required. Must be computer literate. Ability to compile on the Microsoft, develop graphs and tracking on the excel program.

Education: A.D. in Social Service or similar education background preferred. Minimum of a high school diploma or GED certificate. Must be willing to work toward obtaining an A.S. Degree in Social Work or similar Education Degree.

Experience: Must have documented experience working with a computer.

Special Requirements: Must have current driver's license. Must have a physical within ten (10) days upon being hired and a yearly physical thereafter and TB Test with your first physical only. Must start the Hepatitis B vaccine series within ten (10) days of your work assignment. If you already had the series of shots, please attach proof of document. Must be able to be certifiable for First Aid and CPR as required by the Head Start Performance Standard.

Incumbent is subject to CRST Drug & Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Must maintain strict confidentiality.

Revised Date: 08.11.2015