Early Head Start (EHS) Social Services Coordinator

**Department:** Early Childhood Programs  
**Job Code:** TBD

**FLSA:** Exempt  
**Salary Schedule:** 64N

**Reports To:** Director of Early Childhood Programs  
**Work Days:** 230 Days

**Board Approved Date:** June 4, 2013  
**Work Hours:** 7.5hrs/day

**JOB GOAL:** Responsible for the development, coordination, and implementation of Early Head Start services to provide families with support to help their children become school ready in support of the District’s vision, mission, and goals. This includes overseeing day-to-day operations and assisting with supervision of staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Plan, organize, and coordinate activities related to providing Early Head Start services to families; and ensure all efforts comply with Head Start performance standards and other state and local regulations.
2. Plan and implement activities that support continuous program improvement in order to provide support to families to help their children become school ready.
3. Oversee daily activities of staff, and provide training and mentoring when needed.
4. Collaborate with other support services, site, health, and social services staff to provide comprehensive services to children and families.
5. Schedule and provide training and informational presentations regarding first aid, safety, mental health, and other services to community agencies, families and other groups as needed.
6. Facilitate and coordinate parent, family, and community engagement activities.
7. Assist site staff with the collection, preparation, and submission of accurate program information; and maintain a reporting system of all program related information.
8. Support the intervention, referral, and staffing processes for children and families with suspected developmental concerns and/or delays.
10. Facilitate efforts with staff to provide socialization activities, ensuring transportation is provided/available and activities are scheduled
11. Implement a transition plan and procedures for children and families entering, transitioning within, or exiting the program.
12. Perform other duties as assigned.

**MINIMUM REQUIREMENTS:**

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to work with expectant mothers, infants, toddlers, and families.
- Knowledge and understanding of community resources and agencies
- Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
- Ability to prepare and maintain required program records.
- Ability to maintain effective working relationships with all employees, and facilitate effective team work between co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives
- Ability to effectively use technology
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
EDUCATION, TRAINING & EXPERIENCE:
- Must meet all State and Federal requirements for the position according to Head Start Performance Standards
- Bachelor’s degree in Social Services, Education or related field
- Must be at least 21 years of age
- At least one year of experience working in social services or related field
  OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

CERTIFICATES, LICENSES, & REGISTRATIONS:
- Valid Florida driver license and record of safe driving
- Initial health examination that includes screening for tuberculosis
- Satisfactory completion of American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course for infants and toddlers or agree to meet this requirement within one (1) year of employment
- Must maintain pediatric first aid and CPR certifications as a condition of continued employment

PREFERRED QUALIFICATIONS:
- Master's degree in Social Services or related field
- Considerable experience working with families in poverty
- Previous experience working with families in crisis, providing resources and social services
- Experience facilitating meetings with parents and other community members
- Current and former parents or guardians of children served by the Head Start program will receive preference for employment in vacancies for which they apply.

SUPERVISORY RESPONSIBILITY: Assist with supervision of staff. Responsibilities include planning, assigning, and directing work; training employees; assisting with addressing complaints and resolving problems; and assisting with interviewing, testing, hiring, and assignment of personnel.

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

| Sedentary Work | Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| Light Work | Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work. |
| Medium Work | Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. |
| Heavy Work | Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| Very Heavy Work | Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

PHYSICAL ACTIVITY:
(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following:  R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

| R | Sitting | Resting with the body supported by the buttocks or thighs. |
| R | Standing | Assuming an upright position on the feet particularly for sustained periods of time. |
| R | Walking | Moving about on foot to accomplish tasks, particularly for long distances. |
| F | Climbing | Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms. |
### DISTRICT SCHOOL BOARD OF PASCO COUNTY

#### Non-Instructional Non-Bargaining

#### JOB DESCRIPTION

**EHS Social Services Coordinator**

**DistRICT SCHOOL BOARD OF PASCO COUNTY**

Revised: **DATE(s)**

Created: June 5, 2013

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<table>
<thead>
<tr>
<th><strong>R</strong></th>
<th><strong>F</strong></th>
<th><strong>O</strong></th>
<th><strong>Balancing</strong></th>
<th><strong>Lowering the body forward from the waist.</strong></th>
<th><strong>Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bending</strong></td>
<td><strong>Stooping</strong></td>
<td><strong>Kneeling</strong></td>
<td><strong>Crouching</strong></td>
<td><strong>Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.</strong></td>
<td><strong>Bending legs at knee to come to a rest on knee or knees.</strong></td>
</tr>
<tr>
<td><strong>Twisting</strong></td>
<td><strong>Reaching</strong></td>
<td><strong>Pushing</strong></td>
<td><strong>Pulling</strong></td>
<td><strong>Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 20 pounds of force.</strong></td>
<td><strong>Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.</strong></td>
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<td><strong>Finger Dexterity</strong></td>
<td><strong>Grasping</strong></td>
<td><strong>Feeling</strong></td>
<td><strong>Lifting</strong></td>
<td><strong>Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</strong></td>
<td><strong>Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.</strong></td>
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<td><strong>Repetitive Motions</strong></td>
<td><strong>Talking</strong></td>
<td><strong>Hearing Acuity</strong></td>
<td><strong>Visual Acuity</strong></td>
<td><strong>Substantial and continuous movements of the wrists, hands, and/or fingers.</strong></td>
<td><strong>Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.</strong></td>
</tr>
<tr>
<td><strong>Outdoors</strong></td>
<td><strong>Indoors</strong></td>
<td><strong>Indoors and Outdoors</strong></td>
<td><strong>Noise</strong></td>
<td><strong>The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.</strong></td>
<td><strong>The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.</strong></td>
</tr>
<tr>
<td><strong>ColD</strong></td>
<td><strong>Heat</strong></td>
<td><strong>Vibration</strong></td>
<td><strong>HazardS</strong></td>
<td><strong>The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.</strong></td>
<td><strong>The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.</strong></td>
</tr>
<tr>
<td><strong>Atmospheric Conditions</strong></td>
<td><strong>Oils</strong></td>
<td><strong>The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.</strong></td>
<td><strong>The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.</strong></td>
<td><strong>The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.</strong></td>
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**WORKING CONDITIONS:**

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an “X”. Please note that there can be more than one condition.)

| **X** | **Indoors and Outdoors** | **Indoors** | **Cold** | **Heat** | **Noise** | **Vibration** | **HazardS** | **Atmospheric Conditions** | **Oils** | **The worker is subject to both environmental conditions. Activities occur inside and outside.** | **The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.** | **The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.** | **The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.** | **The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.** | **The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.** | **The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.** |

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Revised: **DATE(s)**

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Created: June 5, 2013
Respirator  The worker is required to wear a respirator.
None  The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
X Other  The worker is required to work in families’ homes, which could subject them to lack of air conditioning and other family environmental conditions.

MACHINES, TOOLS, EQUIPMENT:
(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

_Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation._