

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Non-Instructional Non-Bargaining

JOB DESCRIPTION

Early Head Start (EHS) Social Services Coordinator

Department: Early Childhood Programs	Job Code: TBD
FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-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. Provide guidance to staff to ensure families are provided with appropriate referrals to alternate programs or community agencies, and access to community resources.
8. Facilitate case management activities, and ensure they are completed in timeframes established by Head Start performance standards.
9. Assist site staff with the collection, preparation, and submission of accurate program information; and maintain a reporting system of all program related information.
10. Support the intervention, referral, and staffing processes for children and families with suspected developmental concerns and/or delays.
11. Monitor and assist staff in engaging families in the development of meaningful Individual Family Support Plans and Family Partnership Agreements.
12. Facilitate efforts with staff to provide socialization activities, ensuring transportation is provided/available and activities are scheduled
13. Implement a transition plan and procedures for children and families entering, transitioning within, or exiting the program.
14. 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

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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):*

"X"

	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.
X	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.

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R	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
F	Bending	Lowering the body forward from the waist.
F	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
F	Kneeling	Bending legs at knee to come to a rest on knee or knees.
F	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
F	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	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
R	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
O	Lifting	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.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	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.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

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'		
	Outdoors	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.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	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.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	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.
	Atmospheric Conditions	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.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

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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.