

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Family Community Partnership Coordinator**

**DEPARTMENT: Head Start**

**REVISION DATE: June 2, 2011**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of Head Start Assistant I. Employee will perform a variety of social services duties relative to the recruitment, screening, selecting and placement of children in Head Start Program.

**QUALIFICATION STANDARDS:**

- High School Diploma and at least 3 years of Social Service.
- Must be bilingual (English and Spanish).
- Must be computer literate.
- Must possess a valid driver's license and be insurable, a MVR is required.
- Must maintain all local, state and federal qualifications for position on an annual basis.

**ESSENTIAL DUTIES:**

- Will assist parents in completing Head Start applications.
- Review applications with regard to income verification, immunization, USDA food application information, etc.
  
- Assist/guide families using existing community service and resources.
- Monitor center and folders.
- Work closely with Head Start coordinators and bus drivers supervisor.
- Attend screening meetings for the purpose of selecting children to receive transportation.
- Responsible for weekly and monthly reports.
- Periodically evaluate and plan for improvement of social service component in relation total program.
- Provide training's to staff and parents.
- Provide other related duties as needed.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time

- Must be able to lift 10-20 lbs ( files boxes).

**OTHER REQUIRMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; therefore, is subject to all other Webb County Policies.

**SUPERVISORY:**

NONE

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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