

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: AA Family Service Worker

DEPARTMENT: Head Start

REVISION DATE: March 3, 2009

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee will be responsible for Enrollment, Recruitment, Selection and Attendance.

QUALIFICATION STANDARDS:

- Must have an Associate Degree Preferred
- Experience in Social Services and at least three years in Head Start.
- Must be bilingual (English and Spanish)
- Must maintain all local, state and federal qualifications for position on an annual basis.

ESSENTIAL DUTIES:

- Responsible for enrollment and to maintain an active healthy waiting list.
- Do presentations in the area of recruitment.
- Must know Microsoft Office Excel, and Word.
- Must do home visits.
- Provide training for staff and parents in the area of social services.
- Monitoring of Children's attendance.
- Provide services thru outer-agency referrals.
- Develop Individual Family Partnership Agreement with each enrolled family.
- Must have reliable insured vehicle and driver's license.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to work outdoors as needed

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 covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE

TITLE: Assistant Family Service Worker

DEPARTMENT: Head Start

REVISION DATE: September 15, 2009

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Employee will be assisting FSW with Enrollment, Recruitment, Selection and Attendance.

QUALIFICATION STANDARDS:

- Associate Degree preferred
- Experience in Social Services Field
- Must be bilingual (English and Spanish)
- Must maintain all local, state and federal qualifications for position on an annual basis.

ESSENTIAL DUTIES:

- Assist in the area of enrollment
- Participate in presentations in the area of recruitment.
- Must be familiar with Microsoft Office Excel and Word.
- Must do home visits.
- Assist in providing trainings for staff and parents in the area of social services.
- Monitoring of Children's attendance.
- Provide services through outer-agency referrals.
- Develop Individual Family Partnership Agreement with each enrolled family.
- Must have reliable insured vehicle and driver's license.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to work outdoors as needed

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 covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE