

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: AA Family Service Worker**

**DEPARTMENT: Head Start**

**REVISION DATE: March 3, 2009**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Assistant Director I. This position is responsible for enrollment, recruitment, selection and attendance of eligible children and families.

**QUALIFICATION STANDARDS:**

- Must have a minimum of an Associate Degree in Child Development or related field.
- Must have experience in a social services program and/or three years of Head Start working experience.
- Must be bilingual and able to communicate effectively in English and Spanish.
- Must maintain all local, state and federal qualifications for position.
- Must be computer literate (Microsoft Office)
- Must have a personality that is conducive to working with small children and their families.
- Must be of good moral character.

**ESSENTIAL DUTIES:**

- Proactively identifies, recruits, and enrolls eligible children, including children with disabilities.
- Responsible for maintaining an active waiting list.
- Performs community outreach activities to enhance program awareness.
- Must have reliable transportation to conduct home visits.
- Provide social service training for staff and/or parents.
- Monitors children's attendance.
- Assists in the identification, referral and support of children with special needs.
- Must develop and Individual Family Partnership Agreement with each enrolled family and follow up as appropriate.
- Must have reliable, insured vehicle and current 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 not covered by Civil Service; however is subject 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.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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