

**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 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.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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**PRINTED NAME**

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**DATE**

**TITLE:** Assistant Family Service Worker

**DEPARTMENT:** Head Start

**REVISION DATE:** September 15, 2009

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**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
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**OTHER REQUIRMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
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