

**WEBB COUNTY
JOB DESCRIPTION**

TITLE: AA Family Service Worker

DEPARTMENT: Head Start

REVISION DATE: March 3, 2009

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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

PRINTED NAME

PRINTED NAME

PRINTED TITLE

PRINTED TITLE

DATE

DATE