

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: HS/EHS Family Services Case Specialist II

JOB CODE: 8231

DEPARTMENT: Office of Early Childhood Programs **PAY GRADE:** P6 (U1) **DATE:** 5/18/20

BASIC OBJECTIVES

The Head Start/Early Head Start (HS/EHS) Family Services Case Specialist II will work in assigned schools in the recruitment, enrollment, selection and attendance of eligible children, family case management, and school-based program governance. Employee will comply with all federal guidelines (Head Start Performance Standards/Policies and Procedures), and local Head Start policies in providing children and families with all Head Start program services. These services include (but may not be limited to) social services, disabilities services, assistance in classroom, and health services (medical/dental/mental health).

JOB TASKS/RESPONSIBILITIES

The Head Start/Early Head Start Family Services Case Specialist II will:

1. Facilitates year-round recruitment, application and enrollment of children for HS/EHS classroom vacancies and/or HS/EHS waiting lists.
2. Monitors HS/EHS program attendance, conducts follow-up with children who are absent from the school, and initiates referrals to Social Services agencies when absences require assistance from available resources.
3. Enables the transferring of children to another site, and participate in Early Head Start transition meetings.
4. Organizes monthly Head Start/Early Head Start Parent Committee meetings and activities, including the Parent Activity Fund and coordination of required parent trainings.
5. Participates in establishing community partners and prepare required reports and minutes.
6. Interviews HS/EHS parents to establish partnership agreements between parent and applicable school and assist in the referrals of appropriate social service agencies.
7. Works with community agencies to assist parent attain resources and social services provided by the State government, Federal Government and local community organizations, to include childcare, job training and obtaining medial services, financial assistance, skills training, and other social services as needed.
8. Assists families in obtaining transportation to social services agencies and maintains proper documentation of social services to Head Start families in the HS/EHS database.
9. Uses planning tools to assist in identifying realistic goals and action steps for families and monitor progress toward goal achievement.
10. Prepares written reports and ensure that all HS/EHS committee meetings, social service follow-ups and family information are accurately entered into the ChildPlus Management Information System.

11. Provides home visitations as needed.
12. Participates in ongoing in-service trainings, workshops and educational classes.
13. Performs other related duties, as assigned.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: may require lifting, bending, stooping, crouching, reaching, sitting, sitting on floor, crawling, standing, walking, talking, hearing and visual acuity. The work is performed indoors and outdoors. Ability to travel to multiple work sites is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Associate's degree or equivalent that includes a minimum of 15 semester hours in social work, human services, family services, counseling or a related field. Bachelor's degree preferred.
2. Minimum of one (1) year experience working with families.
3. Must complete 15 clock hours of Professional Development per year.
4. Ability to perform data entry.
5. Completion of pre-employment compliance.