

**NCO**  
**413 North State Street**  
**Ukiah, CA 95482**

**JOB DESCRIPTION**

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| <b>I. POSITION TITLE:</b>                       | <b>FSS Trainee, Associate, I, II, Bilingual</b> |
| <b>II. PROGRAM:</b>                             | Head Start Child Development Program            |
| <b>III. REPORTS TO:</b>                         | Site Supervisor                                 |
| <b>IV. SUPERVISORY RESPONSIBILITY:</b>          | No  |
| <b>V. FLSA/IWC STATUS:</b>                      | Non Exempt                                      |
| <b>VI. GENERAL DUTIES AND RESPONSIBILITIES:</b> |   |

Provides support to families enrolled in the HSCDP program. Responsible for ensuring compliance with Head Start Performance Standards in the following areas: health, family & community partnerships, nutrition, mental health and disability services. Ensures that all required family service Head Start Performance Standard timelines are met.

**VII. JOB DUTIES & RESPONSIBILITIES**

1. Responsible for community outreach and recruiting families for the center & entire program.
2. Assists families in completing enrollment paperwork.
3. Assists families in completing the Family Partnerships paperwork. With each family in FSS caseload, assesses strengths & needs, and makes appropriate referrals. Follows up on all community services received.
4. Works with site staff to track children's attendance. Tracks absences and develops an attendance agreement for excessive absences, as required in the procedures manual.
5. Facilitates first three site parent meetings and provides guidance in the election and training of parent committee officers. Provides on-going support and guidance to site parent committee. Assists committee in locating local speakers for parent trainings.
6. Works with site staff & Specialists to educate parents in the following areas: literacy services, employment services, substance abuse treatment, positive parenting, nutrition, child development, mental, dental & physical health, community resources, the use of the home as a learning environment, personal growth, etc.
7. Facilitates P.R.I.C.E. Parenting classes with Site Supervisor.
8. Facilitates parent involvement at the site with the assistance of other site staff. Arranges parent activities on weekends and evenings, as necessary, to increase parent involvement.
9. Works with each family in the area of health services ensuring that each family has medical and dental homes.
10. Provides follow-up with local medical providers on incomplete CHDP exams.
11. Performs audiometric and vision screenings on enrolled children and follows up on referrals as a result of these screenings.
12. Assists parents in completing all health activities as required in the Head Start Performance Standards and makes appropriate health related referrals.
13. Assists families in accessing appropriate medical insurance (MediCAL, Healthy Families).
14. Works with Disabilities & Education Specialists to provide information to parents concerning parent's rights, the referral & assessment process (for children with a suspected disability), and serves as support to parents during the assessment & IEP/IFSP process.
15. Responsible for generating, collecting and documenting In-Kind with each family enrolled at the site and with the greater community. Tracks In-Kind generated from parent participation, health and social service activities.
16. Conducts a minimum of two home visits each year with parents, and documents all communication with parents.
17. Serves as a classroom substitute, when needed, including Teacher breaks.
18. Participates in site staff meetings and consultations with Teachers.
19. Communicates with families in their native language or facilitates support from other staff, families and community to ensure families receive communication in their native language.
20. Maintains confidentiality at all times.
21. Attends meetings, trainings, and conferences as necessary.
22. Responsible for generating, collecting and documenting In-Kind.
23. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.

24. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
25. Work Habits:
  - Is on time and obtains approval from supervisor for any changes in work schedule or absences.
  - Able to stay focused on the job
  - Takes pride in creating a good work environment
  - Treats co-workers and clients with respect
  - Represents the agency/program to the community in a positive light
  - Is able to deal with change
  - Dresses appropriately for the job
26. Other duties as assigned

**Bilingual**

1. Communicates with families in their native language. Serves as interpreter for those families who do not speak English. Translates written materials from English to the family's native language and, when necessary, from the family's native language to English.

**VIII. JOB QUALIFICATIONS**

**Bilingual**

1. Must be able to speak and write English & designated other language(s) fluently.

**FSS Trainee**

1. Must be willing to complete six (6) core units of Early Childhood Education within 24 months of hire in order to meet Community Care Licensing Regulations. [Note: Core units include Child Growth and Development; Child, Family and Community & Early Childhood curriculum classes.]

**FSS Associate**

1. Must have 6 units in Human Development/Human Services or related field plus 3 units in Early Childhood Education.
2. Must be willing to complete three (3) core units of Early Childhood Education within 24 months of hire in order to meet Community Care Licensing Regulations.

**FSS I**

1. AA Degree in Human Development or related field required.
2. Must have 6 units in Early Childhood Development.
3. Must have two years experience working with low-income families.
4. Must have experience facilitating groups.

**FSS II**

1. Must meet requirements for FSS I
2. Must have successfully mastered FSS I responsibilities as documented by successful performance review, assessment by CFP, Education and Health Specialist.
3. Must have additional education (12 units) above an AA degree in the area of social services, psychology, human development, drug & alcohol certification, or related area.
4. Must have three years of experience working with low incomes families with two of those years working in a Head Start program.

**FSS Trainee, Associate, I, II, Bilingual**

1. Must be familiar with the culture and local community of families enrolled in the program.
2. Must have knowledge of community resources.
3. Must be willing to acquire new skills and knowledge.
4. Must be able to work with low-income families.
5. Must have good oral and written communication skills (reading & writing)
6. Must be willing to work as part of a team, but also have the ability work independently.
7. Ability to work flexible hours for weekend or evening activities as needed.
8. For work-related driving, must have valid driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
9. Ability to speak, read and write Spanish desired
10. Must successfully complete pre-employment physical and T.B. Clearance at time of employment and every four years thereafter.
11. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

**PHYSICAL DEMANDS:** Position requires the physical ability to frequently change positions in order to move about at children's eye level; to stoop, bend, twist and reach; to lift, carry and handle children and equipment weighing up to 55 pounds; and to provide visual and auditory supervision of children. Able to lift up to 55 lbs

using ergonomic safety guidelines; when lifting more than 55 lbs, will ask for assistance or use lifting tools, following ergonomic safety guidelines; and able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

**ENVIRONMENTAL DEMANDS:** Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their parents.

## **Head Start Family Support Specialist Trainee-II -Lakeport**

\$ 10.16-\$13.03/hr DOQ, 28 hrs/wk, 9mo/yr

**Paid holidays, vacation & sick leave. Eligible for benefits after full 3-month waiting period**

**Interested applicants must complete an NCO employment application. Applications not filled out in full will not be considered for interview. A resume is desirable but is not a replacement for any part of the application form.**

Applications accepted until **5:00 PM** on **6/29/09**. Postmarks not accepted. Mail or deliver to NCO, 413 North State Street, Ukiah, California 95482. FAX: (707) 467-3213.

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.

**Minority, disabled, and older individuals are encouraged to apply.**

**FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION A COPY OF TRANSCRIPTS**

Also, for Head Start Child Development positions please see **Notice** regarding Department of Justice clearance requirements.

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