

**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, III, 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 the health and safety of children enrolled at the site.
  2. Participates in regular reflective supervision sessions and self assessment to promote ongoing professional development.
  3. Responsible for community outreach and recruiting families for the center & entire program.
  4. Provides 2-6 hours per week of Triple P services to families including parenting education individually or in a group setting. Complete a one page form for each family at the end of services. Participates in Triple P training sessions.
  5. Assists families in completing enrollment paperwork.
  6. 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.
  7. 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.
  8. 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 information sharing sessions.
  9. 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.
  10. 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.
  11. Works with each family in the area of health services ensuring that each family has "medical and dental homes".
  12. Provides follow-up with local medical providers on incomplete CHDP exams.
  13. Performs audiometric and vision screenings on enrolled children and follows up on referrals as a result of these screenings.
  14. Assists parents in completing all health activities as required in the Head Start Performance Standards and makes appropriate health related referrals.
  15. Assists families in accessing appropriate medical insurance (MediCAL, Healthy Families).
  16. Works with Education, Disabilities, Mental Health 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.
  17. 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.
  18. Conducts a minimum of one home visits each year with parents, and documents all communication with parents.
  19. Serves as a classroom substitute, when needed, including Teacher breaks.
  20. Participates in site staff meetings and consultations with Teachers.
  21. 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.

22. Maintains confidentiality at all times.
  23. Attends meetings, trainings, and conferences as necessary.
  24. Responsible for generating, collecting and documenting In-Kind.
  25. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
  26. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
  27. 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
  28. 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, Disabilities, Mental Health Specialist 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.

### **FSS III**

1. In addition to qualifications for FSS II, BA/BS in Human Development or related field required.

### **FSS Trainee, Associate, I-III, 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 prior to employment and every four years thereafter.

11. Must pass Criminal Background Live Scan prior to employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms; to talk and hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 55 pounds using ergonomic safety guidelines. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
2. The ability to travel during the day and/or night, sometimes long distance, is required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee may occasionally work near moving mechanical parts, computers and computer printers, telephones and other similar electronic office equipment.
2. The environment is noisy and includes the comings and goings of small children and their families.

<b>Program:</b>	<b>Head Start</b>
<b>Position:</b>	<b>Substitute Family Support Specialist (Trainee-III)</b>
Rate of Pay:	\$ 10.94 - \$ 16.44/hr (Depending on Qualifications )
Hours:	Varies
Benefits:	sick leave.
To Apply:	Complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a> , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. <b><i>For positions requiring ECE or CDV units: please attach transcript copies to your application.</i></b>
Application Closing Date:	Continuous
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: SBrown@ncoinc.org
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 Head Start Child Development Program positions please see the <b>NOTICE</b> included with the Employment Application regarding Department of Justice clearance requirements.	