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GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Case Worker

Status: Non-Exempt

Department: Head Start Program

Date Approved: September 2016

Reports To: Center Coordinator

Approved By: _____

PRIMARY PURPOSE or JOB SUMMARY

To manage a case load that provides opportunities for eligible children and families who are in need to receive support services encompassing health and parenting skills within the objectives of the Head Start Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop a coordinated family service plan, comprised of a needs assessment and related health care needs, for each assigned client. Meets with the family for Head Start orientation. Makes contacts with community support services to further the family's needs.
2. Develop a file on each family. Maintain required documentation and prepare required reports. Keep reports, such as monthly attendance, medical and dental screenings, medical and dental follow-up and immunizations.
3. Provide ongoing training and counseling services to family, develop a training calendar for child and family enhancement.
4. Organize family meetings at Centers, provide training at meetings, keep notes and minutes of all meetings. Act as a resource to parents.
5. Arrange for follow-up home visits with parents, if warranted. Monitor family progress.
6. Identify family resources by maintaining contacts in the community, research new opportunities, and work within the social services network.
7. Prepare client file documentation and provide periodic reports to Family and Community Partnerships Manager.

8. Perform other social service type work as required.

ACCOUNTABILITY

For meeting the performance standards within Head Starts provisions and regulations.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

B.S. Degree in Social Services or related field or a combination of education and experience commensurate with the job description.

Minimum two years work experience in a social services environment.

Valid South Carolina Driver's License required. Must obtain a Commercial Driver's License within 90 days.

EQUIPMENT AND MACHINES

Personal computer.

WORKING CONDITIONS

Fifty percent of work time spent in the field.

ADDITIONAL COMMENTS

Must have ability to communicate with a variety of people, work independently, and maintain strict confidentiality of program data. Must be cooperative and display a positive attitude towards working as a team with other staff members. Must exercise discretion and sound judgment in the performance of assigned duties. This position assumes a team relationship with other program components and the performance of any other related duties.