

Please apply by visiting our website at www.gleamnshrc.org

GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Family Services Liaison

Status: Exempt

Department: Head Start

Date Approved: July 2016

Reports To: Head Start Program Director

Approved By: _____

PRIMARY PURPOSE or JOB SUMMARY

To manage and provide guidance to a case management team involved in providing opportunities and services to disadvantaged children and families and to assess and evaluate these services to ensure compliance within Head Start Performance Standards.

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

1. Develop an annual work plan for assigned unit with objectives and goals for caseworkers in assisting with clients. Organize staff and resources to carryout the component's plans in accordance to the Performance Standards.
2. Provide ongoing training, assistance and guidance to case workers, using the guidance of community resources to help them serve their clients.
3. Visit sites on a periodic basis, monitor progress of caseworkers and clients via computer and meetings. Review caseworkers' files for completeness and perform required audits.
4. Oversee the staff in developing, negotiating, and maintenance of service contracts with schools, physicians, dentists and other providers. Coordinate the scheduling of appointments.
5. Coordinate and arrange for training for staff, schedule training events, and ensure current credentials of staff. Provide upgrading educational requirements and opportunities. Document completed training requirements.
6. Engage in a process of collaborative partnership building with parents.

7. Take an active role in community planning by communicating order to represent Head Start.
8. Prepare required documentation, maintain an effective tracking system and provide periodic reports as required.
9. Train staff, parents and the community.
10. Hire, orient, and train employees within assigned components.

ACCOUNTABILITY

For monitoring the effectiveness of the health and family services components within Head Start.

.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

BS Degree in Social Service, Child Development or Early Childhood Education or related field.

Minimum 5 years work experience in a social services environment, previous Head Start experience preferable. Previous supervisory experience required.

Valid South Carolina Driver's License.

EQUIPMENT AND MACHINES

Personal computer.

WORKING CONDITIONS

Seventy percent of 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.