

York County Community Action Corp.

Children's Services

FAMILY LIAISON

Job Description

REPORTS TO: Family Engagement/ERSEA Manager

STATUS: Non Exempt, Full Time

PAY GRADE: 5

EMPLOYMENT PERIOD: 38 weeks per year / 40 hours per week

**Number of weeks subject to change depending on program needs.*

PURPOSE: The Family Liaison position and the responsibilities include: ensuring that quality, comprehensive services are provided for enrolled children and families, as well as direct involvement in recruitment and enrollment program wide. This position supports families to develop goals and to access community services and resources utilizing a Family Development model. This individual will work in partnership with program staff to provide technical assistance to enhance their ability to develop and support family goals; and contributes to ensuring the agency's full compliance with the Head Start Performance Standards. The Family Liaison work with families in order to meet desired Health and Family Engagement Outcomes. This person must be willing to travel and have own vehicle. Under the supervision of the Family Engagement/ERSEA Manager and within the scope of the Agency's goals and objectives, the Family Service Liaison is responsible for the following duties:

RESPONSIBILITIES:

1. Promotes the program by marketing/recruitment throughout the community
2. Assists in ERSEA related tasks as assigned by the Family Engagement/ERSEA Manager
3. Engages in a process of a collaborative partnership with teaching staff and families by establishing a mutual trust.
4. Assists families in identifying and supporting families in defining and meeting goals, through the family partnership process
5. Completes with hearing and vision screenings and trains other staff when assigned
6. Conducts at least two home visits per year, along with additional center/home visits – depending on families needs (per strength and needs assessment); documenting all visits into ChildPlus
7. Works with families in order to meet all health requirements in the required timeframes, providing documentation in ChildPlus
8. Provides follow-up with families and/or providers, for medical and dental treatment and documents all efforts in ChildPlus
9. Assists and refers for emergency assistance and referrals, including follow-up with families when appropriate and documents in ChildPlus
10. Networks within YCCAC programs, other agencies and community service providers to support comprehensive services for families and recruitment
11. Collaborates with other staff members and providers to arrange or providing training/resources for families
12. Keeps supervisor informed of daily schedule
13. Ensures documentation is up-to-date and accurate

14. Utilizes the ChildPlus database as directed by program managers.
15. Assists in keeping common areas and equipment neat and clean
16. Participates at In-Service trainings and Family Engagement Meetings
17. Attends regular Family Development meetings with teachers, coordinators and other team members
18. Attends local trainings, meetings, and events when directed by Family Engagement/ERSEA Manager in order to maintain awareness of community services and referral processes
19. Ensures that family services are provided in the primary language of the family. Requests interpretation and translation services in a timely manner and according to program procedures
20. Is consistently punctual and dependable in attendance
21. Maintains a professional level of confidentiality in regards to children, families, and staff.
22. Communicates and relays relevant information to team members
23. Adheres to all program policies and Code of Conduct.
24. Performs other duties as assigned by the Family Engagement/ERSEA Manager.
25. Performs other duties as assigned, or as necessary to fulfill the position.

In order to meet the needs of families and the program, staff must be available in the evenings for parent meetings, recruitment efforts, home visits, etc., as necessary.

In order to meet the Head Start mandates for the completion of program requirements, staff will be responsible for transporting children and families to appointments and meetings in an agency vehicle after all other resources have been exhausted.

Staff must show proof of a valid license and insurance annually.

QUALIFICATIONS:

1. The Family Liaison must have an Associate's Degree in Human Services or closely related field, along with prior family service experience.
2. The Family Liaison is expected to complete Family Development Training within the first year of employment.
3. Experience working in the field of social services desired.
4. This person should have fundamental skills in interpersonal relationships and knowledge of service delivery systems.
5. The Family Liaison must be available in the evenings to do parent meetings or home visits if necessary.
6. This position requires an open, warm, caring and accepting person with leadership qualities, and the ability to work cooperatively as a team member.
7. The Family Liaison must be willing to travel and have own vehicle.
8. He / She must pass the required physical, be able to lift a child if necessary (approximately 40 pounds), and be capable of physically bending to a child's level.

Must not have an active record on the System for Award Management (SAM) website.

Staff is responsible for welcoming parent and community volunteers to bolster partnerships and In-Kind donations, all staff are responsible for initiating and documenting donations.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special initiative Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	F	N (Not applicable)
Carrying	<input type="radio"/>	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	40 lbs. or less	O	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	20 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I will obtain an initial health examination upon an offer of employment that includes a screening for Tuberculosis. Employee is responsible to have a physical every other year at own expense and on own time. A physical form provided by the Central Office must be filled out and signed by the physician, then returned to the Health and Nutrition Manager. I will ensure that I receive periodic re-examinations and/or screenings as recommended by my health care provider.

In addition, as required by state licensing, for staff born after 1956, the facility shall obtain and have available a Certificate of Immunization for measles, mumps, rubella, tetanus and diphtheria. A laboratory blood test proving immunity may also be accepted. Documentation of immunity against measles, mumps, and rubella is not required for staff born prior to 1957. No person shall be required to provide such documentation if she/he provides in writing the opposition for sincere religious reasons or philosophical reasons or provides written documentation from a physician that such immunization is medically inadvisable.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **FAMILY LIAISON** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that

should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

I certify that I have read and received a copy of the job description for the Family Liaison. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

Employee (print) name

Employee' Signature

Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

Supervisor's Signature

Date