



POSITION TITLE	Family Support Assistant
DEPARTMENT	Early Head Start
LOCATION	Takoma Park, Maryland
SUPERVISOR	Family Support Supervisor

PRIMARY PURPOSES OF JOB

Responsible assisting Early Head Start home visitors in identifying family services and support for families receiving home-based services. Assist families in making health and social service referrals and documenting follow-up. Serve as a “cultural broker” between the home visitor and the family if necessary. Assist other program staff in implementing a recruitment process to inform families of the availability of services, assist them with enrollment procedures, and follow-up on absenteeism with Early Head Start children. Work closely with families and other program staff to ensure all health, nutrition, mental health, and disabilities service requirements are met in an effective and timely manner.

ESSENTIAL DUTIES

- Assist in implementing a family service program which includes: family needs and strength assessment, family action planning, referral, direct service, follow-up and closure, particularly in the areas of job training/placement and literacy.
- Assist in implementing comprehensive family services and support that include referral, outreach, and recruitment to community agencies, and volunteer services to ensure that families identified as high risk access needed services and develop needed support systems.
- Assist in providing management, crisis intervention, and resource referral services and transport family when appropriate to and from community resources or other activities.
- Monitor and educate parents with respect to children’s health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.
- Assist in implementing parent education and parent support groups to ensure the development of support group linkages with community agencies. Assist in developing linkages to community partners to facilitate parent education programs.
- Assist other program staff to assure that enrolled children receive health related services and in making, tracking and monitoring social service and health service referrals to ensure compliance with Head Start Performance Standards and other regulatory requirements.

REQUIRED EDUCATION/EXPERIENCE

High School Diploma. Some experience working with at-risk families is preferred. Bilingual English/Spanish is strongly preferred.

WORKING CONDITIONS

Non-profit community based organization, bilingual Spanish/English environment

PHYSICAL REQUIREMENTS

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

(F) Light (up to 25lbs.)

(N) Moderate (25-50lbs.)

(N) Heavy (over 50lbs.)

On the job the employee must:

(F) Bend (F) Sit (F) Squat and Kneel (F) Stand

(O) Crawl (F) Walk (F) Climb (F) Push/Pull

(F) Handle objects (Manual Dexterity) (F) Reach above shoulder level

(F) Use fine finger movements (F) Talk and hear when working with officials, managers, colleagues, peers on the telephone or in person. (F) Specific vision abilities including close vision and distant vision.

*Reasonable accommodations may be made to enable any qualified person with disabilities to perform essential functions of the job.

To carry out this job an individual must be able to perform all essential functions of the job satisfactorily.

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:

Human Resources Department at CentroNía at:

1420 Columbia Road, NW, DC 20009

centroniajobs@centronia.org

Fax (202) 745-0154

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