

## ALAMEDA FAMILY SERVICES

Alameda Family Services is a non-profit agency providing comprehensive human services to youth, families and children in Alameda and Oakland. These services include counseling for youth and their families; homeless youth services; early childhood development and family services; drug and alcohol education and prevention programs; sliding scale fee counseling; social work case management services; school-based programs and a high school health clinic.

## ALAMEDA HEAD START/EARLY HEAD START

Alameda Head Start/Early Head Start is a federally funded program that provides no cost services to qualifying families who reside in the city of Alameda. Comprehensive services are provided to pregnant women and their partners and children from birth to 5. Child development, health and family services are provided through a variety of program options designed to meet the needs of low-income and at risk families.

## JOB SUMMARY

Under the direct supervision of the Family Community Partnerships Manager, this position is responsible for coordinating interdisciplinary services for Head Start families. The individual must be familiar with community resources and have experience working with families of diverse economic, social, ethnic, and linguistic backgrounds.

## ESSENTIAL JOB FUNCTIONS

1. Provide case management services for children and families in the Head Start Program.
2. Explain Head Start program regulations and guidelines to parents, and works with parents to encourage participation in the program.
3. Conduct Family Assessments and help parents develop Individualized Family Partnership Agreements.
4. Support classroom teaching staff, including home visiting requirements.
5. Work with community partners to ensure compliance with Head Start Performance Standards, State Pre-School requirements, and Community Care Licensing regulations.
6. Follow agency and mandated child abuse reporting procedures
7. Administer health screenings and assessments.
8. Document service delivery and maintain confidential client files and records.
9. Develop knowledge of community health and social service resources, including services for children with disabilities, and assist families in utilizing these resources
10. Conduct outreach, recruitment and help facilitate enrollment.
11. Input and update family services, health and attendance information into database.
12. Regular and predictable attendance is an essential function of this position.

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. AA or Bachelor's degree in Social Services, Family Services. Early Child Development, or related field required
2. Two years of direct social service experience working with children, families, community groups and/or public agencies
3. Familiarity with relevant community resources in Alameda county, Head Start and State Pre-school Regulations and home visiting experience preferred.
4. Second-language skills are desirable.

5. Ability to understand, follow and adhere to State and Federal Head Start/Early Head Start regulations, and performance standards.
6. Strong organizational/prioritization skills and attention to detail
7. Effective verbal and written communication, flexibility, and the ability to work well with others are essential.
8. Computer literate; data entry experience required.
9. Positive, professional and courteous work demeanor.
10. Desire to work in a culturally diverse environment
11. Must have California driver's license and automobile insurance

**PHYSICAL JOB DESCRIPTION:**

1. Primary responsibilities are performed in an office setting in a seated position.
2. Ability to use desktop computer and telephone on a frequent basis.
3. Lifting of books and other documents weighing up to 20 pounds may be encountered in performing essential functions.

Salary range is \$17-\$19 per hour DOE. If you meet the above requirements please send your resume and cover letter to [hr@alamedafs.org](mailto:hr@alamedafs.org).