

Kedren Community Health Center, Inc.  
**KEDREN Head Start State Preschool Programs & Family Service Center**  
(323) 777-1411 Office# (323) 777-1365 Fax#



*"Kedren...a family of giving, caring, and sharing...for all seasons."*

**Current Job Opening as of December 21, 2011 to January 5, 2012**

## **FAMILY SERVICE ASSISTANT I, II, III**

The Family Services Assistant (FSA) supports Head Start families in making decisions and choices that will help improve their lives. Using a parent empowerment model, the Family Services Assistant share and disseminate information on available resources, from within the Agency and outside; various program options that the Agency offers and which directly respond to families and children needs; sources of parental support and developing parenting skills; sources of professional help to meet families' needs; and ways of accessing resources in the community.

### **Responsibilities:**

1. Maintains accurate information on currently enrolled families;
2. Ensures 100% enrollment at assigned centers at all times;
3. Ensures children's health information is up to date and current in the agencies computer software system.
4. Assists families in developing a Family Partnership Agreement that describes their strengths, needs, goals, strategies, and timelines for meeting those goals, and their immediate concerns;
5. In developing the Family Partnership Agreement, the FSA's reinforce the families' responsibility of making choices and offers opportunities to develop competence and self-development;
6. Works with other community agencies and support groups in effectively responding to families' needs;
7. Collects, organizes and shares information on services available to families, including providing efficient referrals to access such services;
8. Support parent involvement objectives and activities;
9. Establishes and maintains outreach and recruitment to ensure Head Start site enrollment of eligible children, including 10% Special Needs children;

### **Requirements:**

#### **FSA I**

Any combination of training and experience that provides the required knowledge, skills and abilities qualifies. Two years of documented paid or volunteer experience working with low-income groups is required, experience in a preschool environment is preferred: Requires High School Diploma or GED.

#### **FSA II**

Any combination of training and experience that provides the required knowledge, skills, and abilities qualifies. Two years of documented paid volunteer experience working with low-income groups is required, experience in a preschool environment is preferred: Requires an A.A degree, or two years Social Services Certification.

#### **FSA III**

Bachelor of Arts/Science from an accredited college or university in social worker or related fields. Two years of documented paid or volunteer experience working with low-income groups is required, experience in a preschool environment is preferred; Requires a B.A./B.S. degree from a recognized college or university in Social Work or related field.

Full-time/ Non-Exempt position, \$12.94 - \$18.29 per hour plus fringe benefit package include medical, dental, vision, holidays, sick leave, vacation, retirement and Employment Assistance Program (EAP).

**Applicants may apply in person between 9:00am – 12:00pm or 2:00pm – 4:00pm (Monday through Friday) in the Department of Human Resources or you may fax your resume to: (323) 777-1365, or email: [mcmillan@kedrenheadstart.org](mailto:mcmillan@kedrenheadstart.org)**