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**Job Description**

Job Title: Family Partnership Specialist

(Grade 4)

Department: Head Start

Supervisor's Title: HS Content Coordinator – Family Services

General Purpose of the Job: Provide in home and in center case management services to Head Start and Early Head Start families to assist them with the Family Partnership Process.

1. Minimum Level of Education/Experience Required: Bachelor's degree in social work or other human services field with case management experience.
2. License or Certificate Required:
  - Valid Iowa or Illinois driver's license
  - Proof of current automobile insurance
  - Family Development Certification within one year of hire
3. Primary Duties and Responsibilities:
  - A. Complete home visits and significant individualized contact with each enrolled family at least two times per year
  - B. Develop written family partnership agreements with defined goals for each family and track progress toward goals.
  - C. Assist with the enrollment process of accepted families, including scheduling and completing registrations
  - D. Participate in analyzing student attendance on a daily basis through phone calls and home visits
  - E. Complete assessments with enrolled families
  - F. Maintain detailed, up to date, and concise case notes on all interactions with each family and on behalf of each family
  - G. Work with families in areas of problem solving and decision making
  - H. Make referrals to link families with multiple resources in community
  - I. Provide families with tools so they may ultimately advocate for themselves to ensure receipt of quality services
  - J. Share information and educate enrolled households on family economic issues
  - K. Encourage families to participate in scheduled social/educational gatherings with other Head Start participants
  - L. Maintain effective working relationships with other community resources, both internal and external
  - M. Submit accurate and complete monthly reports including outcome indicator reports
  - N. Participate in scheduled trainings and meetings, including certification training
  - O. Promote sensitivity to cultural and socioeconomic factors in working with enrolled families

- P. Assist the teacher and/or education assistants in the classroom to provide a comprehensive learning environment when required to maintain safety for the children.
- Q. When assigned to a school district partnership program, work with families in school district partnerships to ensure that they are receiving Head Start services within the school district setting.

4. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds		X		
Up to 25 Pounds	X			
Up to 50 Pounds	X			
Up to 100 Pounds	X			
More than 100 Pounds	X			

Describe the specific job duties that require the physical demands selected above:

Filing, moving files from office to storage, reaching top shelves of storage cabinets, and file drawers, data entry, phone utilization, driving from home to home.

5. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Routine Office Equipment			X	
Computer				X
Motor Vehicle Operation				X

6. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Vibration	X			
Work/job related travel				X

B. Amount of noise typical for the work environment for this job: Moderate levels of noise, typical to office or home environment.

C. Describe the specific job duties that are affected by the environmental conditions selected above: Travel to and from participant homes, travel to staff development training.

7. Protective Clothing/Equipment Required: Not Applicable

8. Supervisory Responsibilities: None

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

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Employee Signature

\_\_\_\_\_  
Date

Job Description Last Reviewed: 07/21/2017 By: BJW