

HEAD START FAMILY SERVICES COORDINATOR

SUMMARY:

The Family Services Coordinator implements the Family Services Plan in accordance with Head Start Performance Standards. The Family Services Coordinator's responsibilities include but are not limited to:

DESCRIPTION OF DUTIES:

The Family Services Coordinator is responsible for managing assigned caseload.

He/she is responsible for assisting in conducting Community Needs Assessment, Family Needs Assessment & contributing data to Community Resources list/booklet. He/she will be able to counsel clients, maintain pertinent records, and cooperate with other social service agencies. He/she is responsible for providing training as applicable. He/she will provide direct and indirect services for general assistance, referral and follow-up services.

He/she will perform related duties to achieve the Social Services objectives set forth in the Head Start Performance Standards. He/she will perform related duties as assigned.

EDUCATION REQUIREMENTS:

Degree in Social Work or related field is required

QUALIFICATIONS:

Minimal 2 years experience in the administration of a social services program with a community social services agency required.

