



Family Service Worker - Head Start/Early Head Start

SHORE UP!, Inc. is a private, non-profit community action agency serving Maryland's Lower Eastern Shore and operating programs in nine counties. Formed in 1965 as a result of LBJ's War on Poverty, SHORE UP! has been serving low-income and disadvantaged persons on the Eastern Shore for nearly 60 years. SHORE UP! is an acronym for "Self-Help on Rural Economics and Urban Problems." Our agency is dedicated to strengthening communities, achieving goal-driven outcomes, and empowering individuals and families through a comprehensive system of services, resources, and strategic partnerships that charter a path to economic security and long-term independence.

POSITION TITLE:	Family Service Worker
PROJECT/PROGRAM:	Project Head Start/Early Head Start
SUPERVISOR:	FE & CP Supervisor/Site Coordinator

General Description of Position:

The worker will provide comprehensive case management, goal setting, and linkages to service, advocacy and evaluation for children and families enrolled in the Head Start and Early Head Start Program.

Educational Qualifications and Experience:

Minimum Requirements: high school diploma or GED and one year of Human Services experience. Be willing to earn a Credential or Certification in social work, human services, family services, counseling or related field within 18 months of hire. (Training Provided.)

Desired Qualifications: AA degree in Human Services, Child Development, or a related field and two years related experience.

General Qualifications:

- Ability to relate positively and effectively with children and families of various cultures and socio-economic backgrounds.
- Must have excellent listening skills with ability to develop positive relationships with families
- Good oral and written communication skills to be able to collaborate with partner agencies and advocate for families
- Have knowledge of available community resources to address the social service, medical, nutrition, dental and mental health issues of program participants and their families.

Primary Duties:

- Recruit, enroll and obtain appropriate records of children and families to ensure full enrollment and waitlists.
- Ensuring data is entered and accurate daily
- Aid families in identifying needs, inform them of community resources, provide information and referrals, assist in the scheduling of appointments and follow-up services as needed
Develop, implement and follow up on Family Partnership Agreements, assessing family needs and the strength of the parent-child relationship
- Record and update caseload information (i.e.;-medical, social, financial status, home visits, referral status
- Prepare and submit timely and accurate reports as required
- Actively participate in parent or group meetings, community collaborations and affiliations in order to advocate for Head Start children and families
- Refer families and children to resources within SHORE UP! Inc. and community organizations for social services needs as necessary.
- Assist families with transportation to meetings & medical appointments if families demonstrate barriers
- Conduct home visits in conjunction with education staff and as family needs arise.
- Attend on-going professional development training and meetings as required
- Monthly parent engagement trainings and workshops utilizing “Research Based Parenting Curriculum”
- Coaching parents in adult education learning including application process and follow up
- Monthly adult education follow up inclusive to attendance & assignment productivity
- Other related duties as assigned

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy & Head Start Performance Standards
- Be honest, reliable and dependable
- Child Abuse/Neglect and Mandatory Reporting
- Respect and maintain rights and privacy of all staff, parents and children
- Attend mandated trainings and meetings, and seek out staff development opportunities
- Work as a team member with all staff and maintain a positive work ethic
- Must adhere to SHORE UP! Inc. Standard of Conduct policy
- Adhere to COVID policy and regulations