

FAMILY AIDE (HEAD START)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City School District and involves responsibility for the performance of a variety of sub-professional advisory duties for the Geneva School District Head Start Program. An employee in this position provides advice and sub-professional guidance to disadvantaged students, their parents and other family members. The work is performed under the direct supervision of the Coordinator of Family Services with leeway allowed for independent decisions during home visitations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes home visits to parents and family members of students experiencing educational, health, psychological or other problems and discusses their causes and possible solutions;
Develops and encourages parent participation and communication with school district regarding students' activities;
Maintains confidential records of contracts with assigned families;
Identifies families in need of social services, emergency assistance, crisis counseling and/or refers them to proper agency;
Serves as advocate for families by helping them obtain appropriate social, legal, financial, and medical services available through public and private agencies;
Reviews student and family situations with supervisor, teachers, School Psychologist and Nurse;
Serves as advocate for students and parents with the school district;
Participates in weekly family and parent community meetings;
Operates the Head Start car or otherwise provides transportation for families to parent meetings or to obtain services;
Reminds parents and students of doctor and dental appointments and provides transportation, if needed;
Completes family profile of head start available needs, goals, strengths and desires;
Writes reports of visits to students and their families and maintains daily activity log and related records;
May translate for bilingual families;
May perform a variety of routine clerical tasks such as answering telephone, filing, minor typing and cleans and maintains Head Start Vehicle;
Attends in-house and out-of-house training programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the problems of disadvantaged students and their families including health, educational, sociological, psychological, or home environment issues, their cause and possible solutions; working knowledge of public and private agencies available to provide assistance to students and their families; ability to relate to and be accepted by disadvantaged students and their families; ability to follow oral and written directions; ability to prepare simple reports; ability to provide sub-professional advice and guidance to students and families.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma; or
2. Two years of experience assisting in provision of services provided by a social services or health related organization or facility.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a current valid New York State Motor Vehicle Operator's license.

REVISED: March 18, 2000

CLASSIFICATION: NON-COMPETITIVE