

Geneva School – Vacancy

Salary range: \$18.55-\$20.55/hr

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

COORDINATOR OF FAMILY SERVICES (HEAD START)

MINIMUM QUALIFICATIONS: (Per 45 C.F.R §1302.91 (d)):

Possession of Bachelor's Degree, or higher, in family services, health services, child development and family relations, family counseling, social work, early childhood education, human services or closely related field.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a School District and involves responsibility for providing advice and assistance to the parents, guardians, and family members of educationally, economically, socially or otherwise disadvantaged students. Responsibilities include supervising informal family guidance programs which may involve home visits and family education as part of the Geneva School District Head Start Program. The work is performed under the general supervision of the Head Start Director with considerable leeway allowed for the use of independent judgment. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs program planning to enhance parenting skills, self-confidence and good family living skills;
Establishes and implements effective procedures to involve parents and community members in policy making groups and programs;
Coordinates and implements the effective recruitment, selection, and enrollment of eligible children, including maintaining a waiting list;
Makes visits to parents, or supervises the visitation sessions of Family Aides, of disadvantaged students to discuss the problems of students, their possible causes and solutions;
Assists students and/or their family members in obtaining social services, psychiatric, medical, or legal aide;
Consults with other members of the professional team (teachers, health/nutrition coordinator, education/disability coordinator and psychologist) in assessing student and family service needs and establishing a plan to meet individual needs;
Serves as advocate and spokesperson for the Head Start program and families when attending community meetings and functions;
Works with other agencies to develop programs to meet the needs of students as well as ensuring the delivery of needed services;
Supervises and provides crisis intervention services and short-term counseling needs;
Provides technical assistance in matters of social service benefits and parent involvement to delegate Head Start sites in the County;
Performs program planning to meet the social service needs of Head Start families including providing parent and staff trainings in various areas of social concern (child abuse, substance abuse, welfare reform, as well as working cooperatively with other community agencies;
Coordinates with the Head Start Director to provide families and staff with information on available community services;
Attends community, state, and regional meetings at the request of the director;
Maintains confidential and up-to-date records on families including mandated child abuse and neglect reports and forms;
Completes mandated statistical information and annual self-assessment as required by Federal guidelines;
Coordinates the annual updating of the Social Services and Parent Involvement Component Plans;
Consults with the Head Start Director in formulating a comprehensive plan of action to aid the students in their educational pursuits;
Coordinates special projects such as student recruitment efforts, grant submissions and community needs assessments;
Conducts, takes part in, or attends staff in-house training programs and attends out-of-house training courses, seminars, and meetings;
Maintains records of staff visitations and provides periodic activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the issues faced by disadvantaged students and their families including health, educational, sociological, psychological, or environmental, the causes and possible solutions; good knowledge of community resources available to disadvantaged students and their families; ability to plan and supervise the Head Start visitation and parent meeting programs; ability to communicate, both orally and in writing; ability to relate to and be accepted by disadvantaged students and their families; ability to prepare reports and maintain records; ability to follow written and oral directions; good powers of observation; courtesy; tact; physical condition commensurate with the demands of the position.