

Geneva City School vacancy- Head Start Program
Starting rate: \$20.00 - \$22.00/hr.

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

FAMILY SERVICE FACILITATOR

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree, or higher, in education, sociology, human services or behavioral science or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid, or its part-time equivalent, experience in para-professional counseling OR providing human or education-related counseling services in a public or private human services agency; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above

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.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing advice and assistance to the parents, guardians, and family members of educationally, economically, socially or otherwise disadvantaged students. The incumbent in this position personally provides or supervises a program of informal family counseling and organizes, schedules and may personally conduct parent and family education meetings. The work is performed under the general supervision of an administrator, with considerable leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Consults with the Head Start Director in formulating a comprehensive plan of action including parent meetings and home visitations to aid the students in their educational pursuits;
Provides individual and group counseling to discuss the problems of students, their possible causes and solutions;
Makes visits to or supervises visitations of Family Aides to parents of disadvantaged students to discuss the problems of students, their possible causes and solutions;
Assists students or their family members in obtaining social services, psychiatric, medical, or legal aide;
Organizes, supervises, solicits speakers for and participates in weekly parent education meetings;
Under supervision, coordinates such special projects 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;
Attends monthly School District/Department meetings;
Maintains records of all staff visitations and provides periodic activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the problems of disadvantaged students and their families including health, educational, sociological, psychological, or environmental problems, their causes and possible solutions; good knowledge of community resources available to the disadvantaged students and their families; ability to administer and supervise the Head Start visitation and Parent Meeting programs; 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; tact; courtesy; good powers of observation; physical condition commensurate with the demands of the position.

APPROVED: SEPTEMBER 7, 1995

REVISED: 3/16/20; 7/26/22; 5/12/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE