



TRI-COUNTY COMMUNITY COUNCIL, INC.
302 North Oklahoma Street; P.O. Box 1210
Bonifay, Florida 32425



JOB ANNOUNCEMENTS

Tri-County Community Council, Inc., is accepting applications for the following position:

Westville Head Start: Family Service/ERSEA Specialist

Attention: Wage Increase

Benefits Include: Health Insurance, Life Insurance, Group Vision and Dental Insurance, 403(b) Pension Plan (agency match up to 5%), Sick Leave, Annual Leave, 11 Paid Holidays, Education Opportunities, Advancement Opportunities, Regular hours Monday - Friday

Applications may be obtained from any Tri-County Community Council office, HS Center, or online at www.tricountycommunitycouncil.com.

This position will remain open until filled.

For more information call Cameron, Administrative Coordinator at (850) 547-3689.

Only qualified applicants will be considered.

Successful applicant will be subject to pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER AND DRUG AND SMOKE FREE
WORKPLACE.**



Tri-County Community Council, Inc.

Job Description

Prepared By:
Job Title: Family Service/ERSEA Specialist
Department: Head Start/Early Head Start
Reports To: Head Start/Early Head Start Director
FLSA Status: Non-Exempt
Prepared Date: February 2024
Approved By: Executive Director
Approved Date:
Salary Level:

SUMMARY Establish and maintain cooperative collaboration with all 0-5 year-old child service agencies in the area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Oversee family engagement, eligibility, recruitment, selection, enrollment, and attendance components of the HS/EHS program.

Responsible for the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) service area plan, ERSEA policies, and overall ERSEA implementation.

Utilize the Parent, Family and Community Engagement Framework to promote parent engagement in Parent Committees, Policy Council, Advisory meetings, and the community.

Monitor and ensure the accuracy and timely completion of all family engagement documents. Monitor social services by completing a 20% spot check on all physical and computer records.

Establish collaborative relationships with community agencies that enhance the quality of services to children and their families.

Assist in the organizing and coordinating of parent training, parent days and increasing participation of parents in parent curriculum activities.

Assist the family in its own efforts to improve the condition and quality of family life.

Inform staff of resources available to the families to ensure that they can make appropriate referrals. Secure resource guides to be provided to the families.

Oversee each center's parent activities/involvement and assist when necessary.

Process applications to determine eligibility of applicants.

Design and follow a yearly recruitment action plan based on information from the community assessment and Child Plus reports.

Responsible for recruitment activities throughout the year in a manner that actively informs all families with Head Start and Early Head Start age eligible children within the service area of our services. This includes but is not limited to distributing flyers or brochures in area community offices, promoting the program using social media, as well as manning or finding coverage for community booths and events featuring non-profit agencies.

Responsible for updating information including enrollment charts, waiting lists, recruitment list and assigning child placement.

Maintain waiting list to ensure full enrollment as per policies and procedures.

Participate in criteria and selection committee to ensure that children with the highest need are being served.

Monitor attendance and follow-up of absences to assist children and families to maintain an average 85% attendance and other absences as spelled out in the attendance procedure.

Track chronic absenteeism and generate follow-up contact with parents up to and including letters, home visits and termination of services.

Conduct home visits as needed.

Initiate and maintain family literacy program for families.

Assist with community assessment updates if needed.

Maintain proficiency in software used in the Head Start/Early Head Start Program. Maintain confidentiality of all records.

Direct services to families in extreme circumstances.

Act as liaison to center for performance standard directives. Ensure compliance with all Performance Standards.

Team with all staff regularly to ensure efficiency and communication.

Review all records regularly to ensure accuracy and that all social service needs are being met.

Review documents as requested throughout the year.

Participate in evaluation teams as appropriate.

Represent Head Start/Early Head Start and promote the interest and needs of the program, the children, and the families. Communicate to other agencies the needs of Head Start/Early Head Start families and ways of meeting needs.

Serve on interagency councils, boards, and committees. Negotiate terms of collaborative agreements and present drafts to Program Manager for approval.

Attend workshops and training to enhance job performance. Attendance is an essential part of this position.

Respect and understand the Chain of Command.

Perform any other duties as assigned by the Head Start/Early Head Start Director that is in the best interest of the agency.

SUPERVISORY RESPONSIBILITIES

No supervisory duties.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree related to experience in family services, mental health and/or disabilities. Must obtain the Family Development Credential within 18 months.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, and percentages.

REASONING ABILITY

Ability to solve practical problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS Current Driver's License; Proof of proper vehicle insurance coverage. CPR, First Aide, 45 hour Children & Families Childcare Certificate, must comply with all health and background screenings.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.