YUROK TRIBE-JOB DESCRIPTION
Coordinator Family Services-Head Start

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<th>Job Title:</th>
<th>Coordinator Family Services</th>
<th>Job Code</th>
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<tr>
<td>Department</td>
<td>Education</td>
<td>Program</td>
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<td></td>
<td>Area</td>
<td>Head Start</td>
<td>Location</td>
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<td>Reports To:</td>
<td>Head Start Assistant Manager</td>
<td>FLSA Status</td>
<td>Non Exempt</td>
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**POSITION SUMMARY:**

The Family Services Coordinator is under the general supervision of the Head Start Assistant Program Manager. In collaboration with program coordinators and teaching staff this position is responsible for planning and implementing direct services to Head Start children and their families as prescribed by the Head Start Performance Standards in 1304. 2 Child Health & Safety; 1304.40 Family Partnerships; and 1304.41 Community Partnerships; and Part 1305 Eligibility, Recruitment, Selection, Enrollment, Part 1310 Transportation and Attendance to Head Start/Early Head Start Program Options.

**DUTIES AND RESPONSIBILITIES:**

1. Ensures each child maintains attendance of 85% or more each month.
2. Tracks daily attendance for assigned service area.
3. Inputs attendance records using the HS/EHS data tracking program daily.
4. Uses the weekly attendance forms to determine reason for child attendance and monitors for on developing patterns.
5. Make appropriate formal and informal referrals to services as needed for children, parents and families as needed.
6. Completes In-House referrals and documents follow-ups as necessary to program coordinators for families for early intervention services in all areas.
7. Responsible for recruitment and maintaining child count for their service area.
8. Responsible for recruitment of children with special needs and homeless children.
9. Responsible for updating the annual service plans for HS Performance Standards Part 1305; 1304.40, 1304.41, Part 1310 and 1304.22.
10. Responsible for providing a monthly statistical report to the HS Director.
11. Responsible for updating all policies and procedures as related to HS Performance Standard Part 1305; 1304.40, 1304.41, Part 1310 and 1304.22.
12. Responsible for staff, child and parent training/workshops as determined in HS Performance Standard Part 1305; 1304.40; 1304.41; Part 1310 and 1304.22.
13. Assists Head Start Director and other program coordinators in identifying a range of community resources and implements referrals for appropriate follow-up services.
14. In conjunction with the Site supervisor, the FSC is responsible for follow up with families for health, dental and mental health screenings for site children including follow up with families for areas of concern flagged on screenings. FSC will also be responsible for documentation and input of screening in Child Plus.
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15. Facilitates parent involvement in all areas of program.
16. Consults with the Head Start Director and other Head Start staff regarding child and/or family crisis intervention and case conferencing.
17. Collaborates with all Head Start staff in ongoing recruitment of eligible children and their families.
18. Assists in conducting the annual community assessment; provides input on program planning, management and design by utilizing the findings of the community.
19. Maintains and updates confidential child and/or family files and records.
20. Assists in the preparation of program reports, records and grant applications.
21. Other duties as may be required to meet the needs of the Head Start Program.

SUPERVISORY RESPONSIBILITIES:

This is a not supervisory position.

MINIMUM QUALIFICATIONS:

1. Experience with or knowledge of the Head Start program Performance Standards.
2. Experience working within a Native American community.
3. Knowledge of history, culture and traditions of Native American Tribes of Northwest California particularly the Yurok Tribe.
4. Experience in computer word processing.
5. Possess effective interpersonal and leadership skills.
6. Possess well-developed verbal and written communication skills and abilities.
7. Possess well-developed organizational skills.
8. Possess ability to work under conditions of minimum supervision.
9. Demonstrated ability to work with supervisor, coworkers, families and community organizations.

EDUCATION/EXPERIENCE:

A credential or certification in social work, human services, family services, counseling or a related field or the ability to obtain the afore certification within eighteen months of hire and one year experience or training in community-based agencies serving children and families or related occupational fields such as social services, health, nutrition and/or Education. HSPPS 1302.91(e)(7)

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. All applicants will acknowledge and follow all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

4. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.

5. Must provide pre-employment and annual documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire.

6. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations the must be completed within six months of hire.

7. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.

8. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.

9. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training)

10. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.

11. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.

12. This position will collaborate with the Yurok Tribe Child Care Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio’s and attending joint trainings.

13. All reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.


15. Must abide by HS staff Standards of Conduct including maintaining strict confidentiality of child and family records.

16. Must have a valid state issued driver’s license (CA or OR) and be insurable through the Tribe’s insurance agency.

17. This position may be required to work full year full day.

18. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES.
19. Must be able to pass a basic Yurok Tribe Language test that meets the Yurok Language preschool frameworks.

20. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

21. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

22. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

23. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures – personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________________  ______________
Employee Signature        Date    Employee #

_________________________________________________
Supervisor Signature        Date