JOB DESCRIPTION
Coordinator Family Services-Head Start

Job Title: **Family Services Coordinator**

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<th>Job Grade</th>
<th>FLSA Status</th>
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<td>Non-Exempt</td>
<td>Klamath/Ke’pel/Eureka</td>
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Department: **Education-Head Start**

Division: **NER-GERY ‘Oohl’, Helping Yurok People - Health & Human Services**

Reports To: **Head Start Manager**

**Salary Range:** $21.16-$27.59

**POSITION SUMMARY:**

The Family Services Coordinator is under the general supervision of the Head Start 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.

At the South Site, this position also must be familiar with and follow Title 22 Community Care Licensing regulations.

**DUTIES AND RESPONSIBILITIES:**

1. Plans and implements screening, diagnosis, and treatment assessment program as required by the Head Start Performance Standards.
2. Follow up with families regarding health, dental and mental health screenings for site children including areas of concern flagged on screenings.
4. Ensures that each enrolled child has an ongoing source of continuous, assessable health care.
5. Ensures that children with disabilities receive early screening, diagnosis, and intervention services.
6. Ensures each child maintains attendance of 85% or more each month.
7. Tracks daily attendance for assigned service area.
8. Inputs attendance records using the HS/EHS data tracking program daily.
9. Uses the weekly attendance forms to determine reason for child attendance and monitors for on developing patterns.
10. Make appropriate formal and informal referrals to services as needed for children, parents and families as needed.
11. Completes In-House referrals and documents follow-ups as necessary to program coordinators for families for early intervention services in all areas.
12. Responsible for recruitment and maintaining child count for their service area.
13. Responsible for recruitment of children with special needs and homeless children.
14. Responsible for updating the annual service plans for HS Performance Standards Part 1305; 1304.40, 1304.41, Part 1310 and 1304.22.
15. Responsible for providing a monthly statistical report to the HS Director.

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16. Responsible for updating all policies and procedures as related to HS Performance Standard Part 1305; 1304.40, 1304.41, Part 1310 and 1304.22.
17. 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.
18. Prepares and Attends Parent Committee meetings, Policy Council meetings, Family engagement activities, and Yurok Tribe-sponsored community events.
19. Assists Head Start Director and other program coordinators in identifying a range of community resources and implements referrals for appropriate follow-up services.
20. Facilitates parent involvement in all areas of program.
21. Consults with the Head Start Director and other Head Start staff regarding child and/or family crisis intervention and case conferencing.
22. Collaborates with all Head Start staff in ongoing recruitment of eligible children and their families.
23. Assists in conducting the annual community assessment; provides input on program planning, management and design by utilizing the findings of the community.
24. Maintains and updates confidential child and/or family files and records.
25. Assists in the preparation of program reports, records and grant applications.
26. Schedules regular time in the classrooms to assist with behavioral challenges, observations and assessment of children’s abilities and interactions.
27. Assists in the classrooms as needed to maintain teacher-child ratios.
28. Other duties as may be required to meet the needs of the Head Start Program.

SUPERVISORY RESPONSIBILITIES:
This position will assume the role of Site Supervisor in the absence of the regular Site Supervisor.

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:

At minimum 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 2021 (JM) 2
children and families or related occupational fields such as social services, health, nutrition and/or Education.

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
保险代理。

17. 这个职位可能需要全年工作。

18. 这个职位需要遵守《印度儿童保护和家庭暴力预防法》公共法律101-630；25联邦法规部分63—印度儿童保护和家庭暴力预防；刑事控制法1990年，员工背景检查；以及行政命令12968, 行政指导方针。

19. 必须通过一个基本的尤罗克部落语言测试，该测试符合尤罗克语言学前框架。

20. 语言技能：必须具备阅读、写和理解简单指令、简短的信件和备忘录的能力。能够有效地在一对一和小组情况下向客户、客户和组织的其他员工传达信息。

21. 决策能力：具有基本的使用口头、书面或图解形式的指示的常识理解能力。能够处理涉及多个具体变量的标准化情况。

22. 物理需求：在履行职责时，员工经常需要走路，站立，用手指、手、臂、肩、背、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指、手、脚指。员工必须偶尔搬运或举重达50磅。

23. 视力要求：
   - 近视力（20英寸或更近的清晰视力）。
   - 色觉（识别和区分颜色的能力）。
   - 深度感知（三维视觉，判断距离和空间关系的能力）。
   - 调焦能力（调整眼睛使物体进入清晰的焦点）。

我，__________________________（打印姓名），承认收到这份工作描述的副本。我也理解，作为员工，我有责任执行分配的任务，阅读并遵守所有尤罗克政策和程序——人员、车辆使用、采购等。我理解，任何违反所有既定政策和程序的违规行为可能会导致纪律处分，包括解雇。

员工签名
日期
员工号

（打印签名）
日期

2021（JM）