

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FAMILY SUPPORT SPECIALIST

BASIC FUNCTION:

Under the supervision of an assigned director, assures Head Start mandates in health, nutrition and family services are met in accordance with Head Start performance standards and other applicable codes.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Reviews applications and assures proper immunizations, TB requirements, physical exams, dental exams and other forms required by Head Start and State licensing; prepares related documentation; communicates with relevant parties to rectify missing or incomplete information.

Monitors the status of various health requirements of children enrolled in Head Start; assures compliance with applicable laws, codes, rules and regulations including the CHDP periodicity schedule; submits requests to families to complete physical and dental exams; prepares related documentation and notifies parents of health requirements and due dates.

Communicates with eligibility staff, faculty and parents to assure completion of files and documents; informs Head Start participants and families regarding enrollment requirements.

Enrolls Head Start eligible families into an assigned database; monitors enrollment figures to maintain appropriate levels; provides information to appropriate staff regarding changing enrollment status to assure proper funding; inputs applicable Head Start mandates into an assigned database.

Performs and records vision, hearing and blood pressure screenings for children; prepares necessary referrals for students requiring further assessment; attends training courses and hearing screenings to maintain certification.

Receives and reviews faculty tracking forms and enter data into an assigned database; provides training and support as required to teachers regarding the processes, health procedures and documentation of the Family Partnership Agreement.

Completes nutrition assessments of eligible students and input information into an assigned database; refers outliers, including students with anemia or high lead levels, to appropriate nutritionists or other personnel in accordance with established guidelines, policies and procedures.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Head Start regulations.

Head Start mandate timelines.

Childcare licensing requirements regarding immunizations, physical exams and disabilities.

Community resources for low-income families.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Review applications and assure proper immunizations.

Monitor the status of various health requirements of children enrolled in Head Start.

Enroll Head Start eligible families into an assigned database.

Perform and record vision, hearing and blood pressure screenings for children.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in social work, health education, or a related field, and three years of clerical, or related experience in a Head Start program, including some experience working with children, or four years of experience working in a community based program serving children's health and social needs.

LICENSES AND OTHER REQUIREMENTS:

Valid Hearing and Vision Certification to be obtained during the probationary period.

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16