

NINTH DISTRICT OPPORTUNITY, INC.
GAINESVILLE, GEORGIA

JOB TITLE: **Family Partner**

JOB CLASSIFICATION: Non-Exempt

GENERAL JOB DESCRIPTION:

Recognizes and supports the strengths, interests, concerns and goals of families. Serves as a multiple-service broker for the children and their families. Coordinates services through the development of multiple partnerships with public/private agencies. Establishes trusting relationships with families of enrolled children to facilitate the accomplishment of individual and family goals. Works to insure that all aspects of the local program meets or exceeds requirements set forth in funding agency(s) regulations, requirements set forth by the governing agency and guidelines set forth in the Personnel Policies, Procedures Manual and Operations Plan.

SPECIFIC JOB DUTIES:

1. Engages in mutually respectful goal-oriented partnerships with families to promote parent-child relationships and family well-being.
2. Respects and responds appropriately to the culture, language, values and family structures of each family served.
3. Supports families' safety, financial stability, life goals and aspirations.
4. Enhances parent-child relationship and supports parents' role as the first and lifelong educators of their children.
5. Facilitates networks and group activities that support families' strengths, interests and needs.
6. Supports families in using community resources that enhance family well-being & children's learning/development.
7. Acts as a member of a comprehensive services team so that family service activities are coordinated and integrated throughout the program.
8. Collects and analyzes information to find new solutions to challenges as part of ongoing monitoring in order to continuously improve services.
9. Participates actively in opportunities for continuous professional development.
10. Assists in the development and implementation of center's recruitment plan.
11. Assists parents in completing all required application and enrollment forms.
12. Communicates with families on a continuous and on-going basis.
13. Assists families in completing a Family Service Plan/Partnership Agreement in order to identify their strengths, interests, goals and concerns.
14. Provides referrals to individual families to assist them in securing resources to address areas of need.
15. Provides assistance/services at the convenience of the family.
16. Provides families with emergency or crisis assistance as needed.
17. Coordinates/ implements parent training sessions to meet the expressed interests of families.
18. Assists the family in ensuring that appropriate medical and dental screenings and follow-up care are obtained for the child and family.
19. Assists with obtaining and maintaining all required medical and dental data on each enrolled child.
20. Ensures that advance parental/guardian authorization is obtained for all health services provided to children.
21. Maintains accurate/up to date information on each enrolled child & family including information deemed necessary by the Agency to ensure that children & family concerns/accomplishments are being addressed.
22. Assists in expanding visibility of the program to promote development of partnerships with other agencies.
23. Encourages community agencies to assist in planning and implementing programs for parents.
24. Assists in the recruitment, training and utilization of volunteers and in the completion of volunteer records.

25. Serves as a model for children, parents, staff and community persons.
26. Serves as an advocate and spokesperson for children and families.
27. Establishes relationships to encourage communication with other child care settings and schools.
28. Assists with the cleanliness and maintenance of facilities and equipment.
29. Ensures the smooth transition of children into and out of the program.
30. Secures and maintains Commercial Driver's License, if required by the HS Director.
31. Participates in pre-service/in-service training, securing 15 hours of training/year and maintains an up-to-date list of all training received.
32. Secures the Family Development Credential.
33. Maintains confidentiality.
34. Follows work scheduling, attendance and reporting requirements relating to tardiness/absences.
35. Performs other duties as assigned by supervisor.

ESSENTIAL FUNCTIONS:

- Lifting and carrying up to 40 pounds occasionally.
- Pushing and pulling up to 20 pounds occasionally.
- Sitting frequently.
- Standing occasionally.
- Walking occasionally.
- Use of hands and arms constantly.

SKILLS AND ABILITIES:

1. Ability to use correct grammar, verbally & written, in communicating effectively with adults and young children.
2. Ability to plan, organize and manage multiple tasks.
3. Ability to establish good working relationships with other agencies, peers and the general public.
4. Ability to accept supervision and follow directions with minimum instruction.
5. Ability to be tolerant and flexible.
6. Ability to read and comprehend the English language.

QUALIFICATIONS:

1. High school diploma or equivalent and two years experience working in the area of social services.
2. Knowledge of local community and resources.
3. Knowledge of basic computer skills and predominant software (word processing, spreadsheets, email, Internet).
4. Awareness of the cultural and language diversity of the children/families in the community.
5. Experienced driver with valid license who has access to a vehicle that can be used on the job.
6. Must be 18 years of age.
7. Acceptable criminal records check.

Important Notes

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Head Start Director.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

I have read the above job description and understand that these duties will be utilized in evaluating my job performance.

Family Partner Signature

Date

Printed Name

County/Work Site