



## UCAN EMPLOYMENT OPPORTUNITY

Family Services Educator	
Head Start	Closing Date: September 14, 2017
Budgeted hours: 40 hrs/wk – 40 wks/yr	Salary: \$13.44 - \$18.82 plus generous benefits

**CRIMINAL HISTORY REGISTRY:** Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submitting it to the Child Care Division with processing fee. Registry results **MUST** be included with the UCAN job application. The on-line link for the CCD199 is:

[http://www.oregon.gov/EMPLOY/CCD/pages/on-line\\_application\\_informationpage.aspx](http://www.oregon.gov/EMPLOY/CCD/pages/on-line_application_informationpage.aspx)

Please allow 4-5 days for on-line application, 1-2 weeks for mail in-state results; 6-8 weeks for out-of-state results.

**DRIVING RECORD:** Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state.

**THE POSITION:** To engage with families to promote wellness and involvement in the Head Start Program; act as liaison between the classroom and the home setting in the areas of education, child development, health and mental health. Implement the family partnership process and promote community awareness by creating meaningful and supportive relationships to enhance a unique learning community.

**ESSENTIAL FUNCTIONS OF THE JOB:** Participate in recruitment efforts/activities for assigned site. Plan and facilitate parent orientation to the program. Welcome and enroll families into the Head Start Program Assist families in the development of family partnership goals; provide timely and relevant referrals; monitor progress on the goals and other necessary follow up. Document and track follow-up needs. Maintain regular contacts with families, i.e. - phone calls, group activity, home visits, and classroom visits, to promote partnership and provide for regular communication. Provide information relative to Head Start health and nutrition requirements: support families in completing immunizations, physical, dental and exams (follow-up and referral). Document significant parent contacts in the information system. Participate in family staffings with the teacher, community agencies, therapists, DHS worker, family, family support and/or resource people. Document any support consultation given to teachers regarding particular concerns with families at these staffings. Participate in referral and Special Education (individual family service plans/IFSP) processes as needed. Work with parents to establish and maintain regular attendance for their child. Maintain on-going contact with teaching staff in order to receive and share relevant information regarding child. Coordinate parent meetings assisting parents to take the leadership role. Actively encourage parents to participate in the program i.e. parent meetings, field trips, policy council and classroom help. Advocate and collaborate with community agencies to support child, family and agency outcomes. Report and document incidents of suspected child abuse and neglect to DHS, and the family services manager within 24 hours of the incident. Enter and maintain required information in children files. **NOTE:** Regular and consistent attendance is required. Flexible work hours could be required with some evening meetings.

**MINIMUM QUALIFICATIONS:** Bachelor degree in human services, social services, psychology or family and children studies OR related field that includes coursework in social work, child development, counseling, and/or psychology OR a combination of a bachelor degree in a related field and experience in family social services setting which includes knowledge and experience relating to community resources for referrals to families in need of services. At time of appointment, must possess valid Oregon driver's license and be enrolled in the Criminal History Registry.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Considerable knowledge of parent training techniques and processes; considerable knowledge of child development. **Skill in:** Effective organizational and record keeping skills; basic use of computers. **Ability to:** Communicate effectively in both oral and written forms; work within a team structure; make decisions independently without intensive supervision and in accordance with established policies. Use initiative and judgment in carrying out tasks and responsibilities; estimate time and materials to manage time efficiently; multi-task; establish and maintain records, reports, and statistical data; represent Head Start in a variety of settings; maintain confidentiality; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, children and families and the public. Set and maintain professional boundaries with families.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work will require bending, lifting and carrying up to 25 pounds – occasionally up to 60 pounds, keyboarding, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention and alertness.

**APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:**

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

541-492-3913 FAX 541-492-3921

Application on website: [www.ucancap.org](http://www.ucancap.org)

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