



Family Services Educator

Location: Douglas County, Oregon

Salary: \$18.10 - \$27.10 Hourly

Two Positions Available-Start August 1, 2023

Position works 40 hours per week. UCAN provides an excellent employee benefit package which can be found here: https://www.ucancap.org/index.php/download_file/view/2729/198

Family Services Educator engage with families to promote wellness and involvement in the Head Start/Early 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 JOB DUTIES

Under the direction of the Family Services Program Manager, the Family Services Educator will:

- Participate in recruitment efforts/activities for assigned sites and classrooms. Plan and facilitate family orientations/enrollments to the program. Welcome and enroll families into the Head Start Program and ensure all registration steps are completed prior to the child's first day of school. Assist families in the development of family partnership goals; provide timely and relevant referrals; monitor progress on the goals and other necessary follow up. Assess for unmet family needs at enrollment and throughout the school year. Provide assistance and educate families regarding availability and use of resources in the community. Maintain family information in each child's electronic file.
- Coordinate family support services including implementing and providing direct case management services to program families. Maintain regular contacts with families, i.e. - phone calls, text messages, group activities, home visits, and classroom visits, to promote partnership and provide for regular communication. Provide information relative to Head Start health and nutrition requirements to families and offer transportation for families as needed. Support families in completing immunizations for their child. Monitor attendance of enrolled children, making contact with a family when a child has been absent for two consecutive days with no contact. Assist families in making the transition into and out of the Head Start/Early Head Start program. Document all family contacts in the information system in a timely and objective fashion.
- Participate in family staffing's with the teachers for each assigned site/classroom, as well as community agencies, therapists, DHS workers, family members, family support and/or resource people. Document any support consultation given to teachers regarding particular concerns with families at these staffing's. Participate in referral and Special Education (individual family service plans/IFSP) processes as needed.
- Attend all required program meetings and maintain on-going contact with teaching staff in order to receive and share relevant information regarding child and family. Participate in classroom routine for each assigned classroom each week, for a minimum of one hour.
- Coordinate monthly family meetings at each assigned site/classroom, assisting parents to take the leadership role. Actively encourage families to participate in the program i.e. parent meetings, field trips, policy council, parenting education, and volunteering. Inform and support families to establish and maintain regular attendance for their child.
- Develop and maintain a working knowledge of community resources. 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.



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- ✓ Regular and consistent attendance is required.

POSITION REQUIREMENTS

Minimum Qualifications:

- 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
- Bachelor degree in human services, social services, psychology or family and children studies preferred OR related field that includes coursework in social work, child development, counseling, and/or psychology OR an associate's degree in human services, social services, psychology or family and children studies OR a combination of an associate's degree in a related field and experience in a social services setting which includes knowledge and experience relating to community resources for referrals to families in need of services. Infant Mental Health endorsement level 1 or 2 preferred.
- Current driver's license is required with driving record to be provided at time of interview.
- At time of appointment, must be enrolled in the Criminal History Registry. Link: [Application for Enrollment in the Criminal History Registry \(CHR-601\)](#) Include Registry number on the [UCAN Application for Employment](#). The normal processing time is 3-5 days from the date the form is received at Central Office before the letter for fingerprinting is mailed out. For out of state applicants, this process may take up to 8 weeks to complete. Applicants are required to pay the fingerprint-processing fee.
- Acquire an initial first aid card and renew as necessary to keep current,
- Acquire an initial food handler's card and renew as necessary to keep current.
- This position requires a Staff Health Appraisal.
- This position requires sufficient mobility to address the changing needs of children, which can be frequent and/or unexpected. Includes, but not limited to; being in one position for a period of time, bending, reaching, squatting, lifting up to 40 lbs. regularly, moving about office, classrooms and in homes. Hearing voice conversation and requires continuous mental and visual attention.

SUBMIT completed application and receipt of enrollment in the Background Registry to:

ucan.employment@ucanap.org

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

Website: <https://www.ucanap.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

ucanhr@ucanap.org