

District Family Services Generalist

(Parent Family and Community Engagement-(PFCE))

Opening Date: 09/29/2021

Closing Date: 10/08/2021

Summary: Under supervision of the Early Head Start Services Director, position is for a District Family Services Generalist.

Duties will include: Updating the operational procedures as appropriate to ensure expected service delivery practices are sufficient and in accordance with the Head Start Performance Standards, agency, local and state guidelines. Providing training and technical assistance (staff/professional development) to the agency's Family Community Workers (FCW) to ensure they are kept abreast of ongoing services, new requirements, and changes in job responsibilities. Conducting onsite monthly monitoring visits at Head Start Centers to view children's records and provide corrective measures to the FCWs; entering findings/results of visits in the Agency's automated system; working with the parents and FCWs to introduce/train on the parent curriculum, tracking their needs and results as needed. Preparing and updating the Parent Handbook and assisting in the parent orientation process, and assisting centers with Re-organization and County Council activities as needed.

Desired Qualifications: Master's Degree in Social Work and licensed with three (3) years of experience in the same. A working knowledge of the Head Start Performance Standards, and Federal and State Childcare Regulations preferred. **Minimum Qualifications:** Bachelor's Degree in Social Work and licensed with 7 years of experience in the same. Must be proficient in Microsoft Office Word, Excel, PowerPoint and other childcare tracking software. Ability to train and provide technical assistance to staff on an as needed basis; and, demonstrated experience in case management or related area required. Travel required; some overnight, and a valid Mississippi Driver's License.

Submit resume and official copy of transcript to:

Miraea H. Gavin, Human Resources Director

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