



Position: **Family Services Specialist**
Location: San Mateo & East Palo Alto
Salary: Depending on Experience
Filing Deadline: Open until filled

EXAMPLE OF DUTIES:

1. Recruitment, intake and enrollment of families.
2. Family partnership building.
3. Encourages parents to take leadership role in meetings, field trips, policy council and classroom help.
4. Assists Parent Center Committee members to carry out related activities.
5. Collaborates with Children Services staff with parent involvement activities (i.e., Reading is Fundamental, Raising a Reader)
6. Collaborates with site Children Services staff to plan, set the agenda and facilitate Parent Center Committee meetings.
7. Participates in Site meetings with Site Supervisor and teaching staff.
8. Attends Mental Health Consultation meetings.
9. Documents/tracks needs, Family Partnership Goals, health, dental, nutrition, hearing, and vision concerns and make the appropriate referrals as necessary.
10. Documents all parent contacts and community referrals, including health documentation.
11. Documents teacher consultations regarding family concerns at scheduled staff meetings.
12. Reports, documents and monitors child abuse.
13. When CHDP training is offered, participates in CHDP training to perform vision and hearing screenings as needed. When training is offered, will attend annual refresher training if no screening performed within a year.
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15. Conducts vision and hearing screenings for Head Start children, as necessary to comply with 45 day deadline.

QUALIFICATIONS:

- **REQUIRED COPIES OF THE FOLLOWING NEEDED: DEGREE, TRANSCRIPT (OFFICIAL OR UNOFFICIAL)**
- AA or BA degree in Social Work, Child Development, Psychology, or related field.
- Minimum one (1) year of work experience in social work, child development or a related field.
- Minimum one (1) year experience providing services to low-income families.
- Knowledge of the principles and practices of case management.
- Experience in working with community agencies.
- Ability to handle multiple duties, complete work assignments in a timely manner and prioritize tasks.
- Must be organized, detail oriented and possess good verbal and written communication skills.
- Ability to maintain a cooperative and professional working relationship with staff, parents and other public agency personnel.
- Valid California driver's license, current automobile insurance and vehicle.
- Bi-lingual in Spanish preferred.

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview and evaluation. All candidates interviewed will be notified in writing following their interview. Please submit copies of transcripts, degree(s) and any certification along with the cover letter and resume.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

HEALTH AND OTHER REQUIREMENTS:

Physical examination, TB & Immunizations tests upon employment
Fingerprint Clearance/Child Abuse Index/Criminal Record Statement/NSOPW

APPLY: Attn: Human Resources Department
Institute for Human and Social Development
155 Bovet Road, Suite 300
San Mateo, CA 94402
E-Mail: hr_resume@ihsdinc.org

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER