

**CLASS TITLE/POSITION:** Early Head Start Family Service Worker (Job #0619I)

**LOCATION:** Lyon County

**STARTING SALARY:** \$13.01 - \$16.40/hr + Benefits

**JOB STATUS:** Full time (40 hours), 12 months per year, Union position

**EXAMPLES OF DUTIES:**

- Promote & support parent involvement & education in the Head Start Program.
- Facilitate the development and completion of the Family Partnership Agreements with enrolled families and support their efforts to reach their goals.
- Recruit children and families for the program and take applications on an ongoing basis.
- Provide assessment and development of Family Partnership Agreements with enrolled individuals and families.
- Support families in accessing other community resources.
- Support families' efforts to reach their goals.
- Complete record-keeping, case notes, data collection and other participant documentation as needed.
- Offer opportunities for parent engagement, including policy groups and training activities based on interest and need.
- Coordinate and integrate program services to enhance effectiveness.
- Support and Model United's Behavioral Competencies.

**EDUCATION AND EXPERIENCE:**

- Within eighteen months of hire must have, at a minimum, a credential or certification in social work, human service, family services, counseling, or a related field.
- One (1) year related work experience.
- CPR and First Aid certification.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Bilingual preferred both written and verbal.
- Computer/keyboarding skills required.
- Demonstrated effective interpersonal skills.
- Written and verbal communication skills including ability to speak in front of a group.
- Understanding and respect for cultural diversity and participant's right to make their own decisions.
- Knowledge and understanding of integration of services.
- Knowledge and understanding of child development.
- Knowledge about community resources available to families.
- Ability to work independently and as part of a team.
- Ability to travel in a nine (9) county area regularly and out of the nine (9) county area for meetings, workshops and conferences.
- Reliable mode of transportation.
- Reliable, regular attendance.
- Demonstrated ability to work with other service providers on behalf of participants.
- Demonstrated problem solving or conflict resolution skills.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

**CLOSING DATE:** Interested union staff should submit written notice by 06/14/19.  
Open to the public until filled.

**CONTACT:** Human Resources  
United Community Action Partnership, Inc.  
200 4<sup>th</sup> St SW Willmar, MN 56201  
320-235-0850 Ext.1129

Email: [HumanR@unitedcapmn.org](mailto:HumanR@unitedcapmn.org)

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