

**ALBINA HEAD START  
JOB DESCRIPTION**  
Exempt

***HS ASSISTANT SOCIAL SERVICE COORDINATOR***

***Essential Function(s):*** Planning, implementation, and evaluation of recruitment, eligibility, enrollment and attendance of Head Start children and families. Maintain regular attendance. Ability to read, speak and write with proficiency in English language.

***Responsibilities:*** Coordinate recruitment, eligibility, enrollment and attendance of Head Start children and families in conformance with the Head Start Performance Standards.

***Reports to:*** HS Social Service Coordinator

***Supervises:*** Front Desk/Receptionist, Family Advocates

***Salary Range:*** \$3,300.00 - \$3,999.00 per month

***Physical and Mental Requirements:*** Patient, able to resolve conflicts, gentle, loving, kind, creative, and resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Must be able to cope well with stress.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

***Experience Requirements:*** Five years experience in social work or combination of education and related experience totaling five years. Minimum of three years of direct supervisory experience. Demonstrated ability to work effectively with adults.

***Educational Requirements:*** Five years of combined education and experience in social services or related field.

***Licensing/Certification Requirements:*** NHSA Family Service Mentoring Administration Credential or equivalent. Negative TB screening, First Aid/CPR certification. Must pass criminal background check.

***Ability to Operate Equipment/Tools:*** Must be computer literate, knowledge and use of ChildPlus software.

***Environmental Factors/Working Conditions:*** Enclosed facility, office environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and/or blood.

**Job Duties:**

1. Coordinate recruitment of children and families.

2. Process Head Start enrollment applications and screen for eligibility according to Head Start Performance Standards and program guidelines.
3. Facilitate enrollment with Family Advocates. Ensure program maintains full enrollment. Monitor enrollment and attendance.
4. Ensure and maintain accurate, up to date, enrollment and attendance records according to Performance Standards and program procedures.
5. Provide day to day supervision of Front Desk/Receptionist and assigned Family Advocates. Ensure child/family files are up to date and accurate.
6. Ensure Family Advocates meet all program objectives.
7. Maintain confidentiality in all areas of responsibility.
8. Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
9. Perform other duties as assigned and reasonably within scope of duties listed above.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

11/09

**Name (Print):** \_\_\_\_\_