



Mi Escuelita Preschool Job Description

Position:	Social Services/Parent Involvement Specialist
Starting Pay Range:	Open
Reporting:	Report to Site Manager
Position Purpose:	The Social Services/Parent Involvement Specialist works with Mi Escuelita staff and the community to provide direct and indirect services to enrolled children and their families
Qualifications:	<ul style="list-style-type: none">• BA degree in Social Work, Sociology, or Human Development field• One to three years experience working in the area of social services• Fluent in more than one language (English/Spanish)
Head Start Guidelines:	<ul style="list-style-type: none">• 1304.40 Family Partnership; 1304.41 Community Partnerships; 1305 Eligibility, Recruitment, Selection, Enrollment and Attendance
Knowledge, Skills & Abilities:	<ul style="list-style-type: none">• Familiar with Federal guidelines and forms• Good organization and time management skills• Good people skills• Computer Skills: Office 97 (Word, Excel, Access) and Microsoft Publisher
Essential Duties:	
<i>Plan, coordinate, and implement enrollment and orientation</i>	<ul style="list-style-type: none">• Coordinate enrollment with other staff members• Supervise, monitor, and participate in enrollment and orientation
<i>Recruit eligible participants</i>	<ul style="list-style-type: none">• Monitor recruitment efforts of Social Services Assistants• Review applications and organize according to the 70 Point System
<i>Assess family needs</i>	<ul style="list-style-type: none">• Conduct home visits• Refer families for in-house services and/or community services as needed• Provide counseling, educational, and supportive activities for families as needed
<i>Ensure client confidentiality</i>	<ul style="list-style-type: none">• Do not release information from client to outside sources without written consent form the child's Parent/guardian• Discuss personal information about children/families with staff only on a need to know basis

<i>Involve parents in Mi Escuelita activities</i>	<ul style="list-style-type: none"> • Orient parents to the Head start/ Mi Escuelita policy of Parent Involvement and their need help generate non-federal share and in-kind contributions • Assist parents in determining volunteer activities that correspond to their particular needs and situation
<i>Coordinate the case management process</i>	<ul style="list-style-type: none"> • Work with Site Coordinator and other support staff team members to schedule monthly case management meetings • Conduct case management meetings and document all plans and decisions made
<i>Maintain current and accurate process</i>	<ul style="list-style-type: none"> • Complete Social Services and Parent Involvement forms • Maintain current control sheets, waiting lists, enrollment data, parent activities • Maintain 85% or above average daily attendance, update roll books weekly • Process drops/transfers in a timely manner • Record all parent/volunteer contacts and activities
<i>Support families in their volunteer efforts</i>	<ul style="list-style-type: none"> • Conduct volunteer orientation • Coordinate and provide transportation for parent activities as needed • Respond to expressed education/training needs of parents • Obtain non-federal and in-kind contributions
<i>Supervise Social Services/Parent Involvement Assistant</i>	<ul style="list-style-type: none"> • Train staff in all areas of social services • Monitor assistants to assure compliance with Head Start
<i>Ensure the involvement of community volunteers</i>	<ul style="list-style-type: none"> • Recruit volunteer form all areas of the community: schools, colleges, corporations, retired citizens • Conduct volunteer screening: application, interview, placement • Conduct regular volunteer orientation • Coordinate with fundraiser steering committees to provide volunteers for events
<i>Obtain non-federal share and in-kind contributions</i>	<ul style="list-style-type: none"> • Ensure all volunteers complete all volunteer documentation • Maintain an in-kind/volunteer file w/all parent/volunteer contacts and activities
Other Duties:	Perform other duties as assigned. Such as keeping the working environment clean and organized

The intent of the above description statements is to describe the general nature and level of work performed by most people assigned to this job. They are not intended to be a complete list of all duties, responsibilities, and requirements. Scheduling flexibility is required to accommodate changing business needs.