

**Central Valley School District
Job Description**

TITLE ELC Family Support and Health Service Component Specialist

GENERAL SUMMARY

The Family Support and Health Service Component Specialist (FS/HSCS) works as a member of an interdisciplinary team to provide on-going content area expertise by coordinating, monitoring and assessing Family Services and Health and Safety within the program. This position develops and coordinates program-wide comprehensive component strategies to include: identifying resources, assessing, planning, training, supporting, coordinating, monitoring, tracking data and evaluating health services to children and families. This position provides technical assistance and training for staff and makes recommendations to enhance services or maintain compliance with the ECEAP contract, ECEAP Performance Standards, as well as other Federal/State/Local laws, rules, and regulations. Responsible for supporting and providing comprehensive child and family services.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Family Support and Health Service Component Specialist may perform all or a combination of the following:

1. **Team Player:** Contributes to the development of positive communication, mutual respect, mutual support, competence, and creativity among all members of the staff. Responsible for keeping Family Support Specialist staff informed of ongoing program changes and updates. Adhere to the established building communication flow chart.
2. **Monitoring/Reporting:** Monitor and assess family services and health and safety environment and procedures ensuring compliance of performance standards. Make recommendations to maintain compliance and enhance services. Monitor and advise Family Support Specialist (FSS) staff in the development and implementation of eligibility and enrollment criteria, procedures, recruitment plans, and attendance to meet ECEAP requirements. Conduct observations of services provided to families, providing guidance, resources, and feedback to staff and program director regarding quality of service delivery and compliance with performance standards. Maintain up to date information regarding appropriate family resources. Advise and support family services development including parent education, parent involvement, family engagement, and social services. Review, evaluate and interpret health/safety records. Compile, review, and disseminate data for health/safety records and other health services. Review data in the Early Learning Management System (ELMS), the DEL data system for ECEAP for accuracy. Analyze data for use in contracts and program reports.
3. **Training:** Develop and provide related and component training, resources, materials, and service manuals for staff and program to increase knowledge and capability in complying with policies, procedures and ECEAP Performance Standards. Coordinate with outside trainers to enhance staff skills, abilities and compliance with ECEAP

Performance Standards and best practices. Inform staff of training opportunities. Act as ECEAP Policy Council's advisor, providing the program's coordination and facilitating the leadership growth of the Executive Committee and Policy Council at large. Coordinate and attend monthly meetings for Executive Committee and the full Policy Council.

4. **Health Information:** Provides or assists with providing health screenings, immunization verifications, and outside agency referrals (e.g. hearing, vision, immunization compliance, height/weight relationships, etc.) for the purpose of promoting needed treatment and complying with program requirements. Provides health, nutrition and oral health education to children and families including education of parents about advocating for the child's health needs. Also provides health education materials and resources.
5. **Professional Development:** Attend trainings, conferences and reviews research to maintain knowledge, skills and abilities in area of expertise. Thirty hours of Basic MERIT training must be completed within 90 days of hire; plus 15 hours of MERIT training required annually. Complete mandatory CVSD annual training. Participates in in-service staff trainings, staff meetings and other education opportunities to gain knowledge and skills throughout the year.
6. **Community Collaboration and Communication:** Establishes connections with community members, agencies and CVSD schools and departments in order to promote and enhance services for families, Maintains connections through attending pertinent community-based meetings. Coordinate and/or attend Spokane County Health Services Advisory Committee.
7. **Performs other duties as assigned.**

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the Program Supervisor/Building Principal.

MENTAL DEMANDS

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; required to deal with a wide range of physical and emotional disabilities, may occasionally deal with distraught or difficult students.

PHYSICAL DEMANDS

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels; required to lift, move and position students and equipment; playground supervision and bus loading requires working outdoors in inclement weather; required to attend to students personal hygiene; may be exposed to biting behavior; may need to take precautions to avoid exposure to student bodily fluids and cleaning or disinfecting compounds; required to work in non-routine positions for extended periods. Required to stand for prolonged periods; may occasionally be exposed to recklessly operated vehicles.

Lift and hold children. Lift and move educational materials and equipment up to 40 pounds. Stand, stoop, kneel, bend, and work with children on the floor for extended periods of time.

MINIMUM QUALIFICATIONS

1. BA degree in the area of social work, psychology/counseling, adult education, health (public or child), human development from an accredited public or private institution of higher education.
2. Preferred two years working with low-income population.
3. Requirements for Employment: Valid first aid/CPR card, negative T.B. test, DEL portable background check. Within 90 days of hire must have health clearance, immunizations, and other required trainings as per DSHS licensing regulations.
4. Knowledge of local and state agencies and organizations that provide social services to low income families.
5. Be familiar in case management techniques.
6. Ability to communicate clearly and work effectively with children, staff, parents and volunteers in ECEAP and with the Central Valley School District.
7. Must be self-directed, motivated, punctual and flexible.
8. Ability to problem-solve complex situations.
9. Experience dealing with families in crisis.
10. Familiarity with personal computers including Word and Windows. Ability to work with data base systems to track case management preferred.
11. Ability to work as a team member.
12. Ability to use effective organization and time management skills.
13. Must be at least 21 years of age.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE-ECP – Early Childhood Program
