



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

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Human Resources

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Cynthia W. Burton

Executive Director

July 12, 2021

JOB ANNOUNCEMENT

Title: Early Head Start Child Care Partnership Family Services Advocate (EHSCCP-FSA)

Locations: Tuscaloosa

Employment Classification: Regular, Full-Time, Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Pay Grade 6 position on the CSP Head Start Salary Scale with a salary range of 6; Range \$16.10 - \$23.45 per hour. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline: Friday, July 30, 2021, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, national origin, or genetic information. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama

Job Description

<u>Job Title:</u>	Early Head Start Child Care Partnership Family Services Advocate (EHSCCP-FSA)
<u>Division/Department:</u>	Head Start/Early Head Start
<u>Reporting Relationship:</u>	Associate Head Start Director
<u>Exemption Status:</u>	Regular Full-Time, Non-Exempt, Non-Safety-Sensitive
<u>Work Schedule:</u>	7:30 a.m. - 4:30 p.m.
<u>Grade/Salary:</u>	Head Start Paygrade 6; Range

Summary of Duties and Responsibilities

The Early Head Start Child Care Partnership Family Service Advocate is responsible to the Associate Head Start Director for implementation of the day-to-day operations of the EHSCCP classes and for provision of resource support for children and their families; as well as for eligibility, recruitment, selection, enrollment and attendance of Early Head Start children as the assigned site(s). The position is guided by Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) and State and Agency directives and regulations. The Early Head Start Child Care Partnership Coordinator is responsible for recruiting parents and community volunteers.

Other responsibilities include providing coordinated training and monitoring of the Head Start Performance Standards and ensuring that all provisions of the Minimum Standards for Day Care and Night Time Centers are met.

Essential Duties and Responsibilities: *(other duties may be assigned by the supervisor)*

- Collaborate with program Area Coordinators on a consistent basis to implement programs services.
- Assist with coordination and oversee the completion of screenings.
- Assure that data entry is timely and accurately completed into all program software systems.
- Assure that all student files are current and accurate.
- Attend IFSP meetings as needed.
- Ensure that program processes and standards are met and maintained.
- Communicate with parents regarding operations.
- Coordinate and report post-accident compliance activities.
- Coordinate and/or provide training to teachers in all program component areas excluding education.
- Maintain confidential record-keeping system.

- Organize transition-related meetings and activities.
- Manage purchases and compliance with purchasing guidelines for the agency.
- Review and compile data to identify special needs/concerns and recruit and enroll eligible children.
- Provide assistance to families in emergency/crisis situations and report suspected cases of abuse/neglect.
- Obtain complete health history and parental consent on all enrollees, and maintain associated health records for center-based children.
- Identify, report and maintain records regarding immunization status of center-based children.
- Protect confidential information.
- Develop, document and facilitate Family Development.
- Assist in identifying social service needs or concerns of children and families and make referrals and perform follow up to assure delivery of needed assistance to families and children.
- Maintain detailed and accurate case notes for each family in assigned caseload.
- Monitor enrollees' attendance.
- Accurately and timely maintain data using the ChildPlus.net system.
- Recruit volunteers and in-kind contributions and assist with the conducting of parent orientation sessions.
- Assess training needs; develop and implement training for parents and staff.
- Serve as a resource in providing support to resolution of family issues, as appropriate.
- Arrange transportation for parents to attend program meetings, as needed.
- Follow directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive teamwork environment.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- Possession of a Bachelor or advanced degree in Social Work, Health and Human Services, Family Services, Counseling or a related field.
- Prefer three years' experience working with disadvantaged children and families.
- Solid working knowledge of productivity software is required.
- Prefer experience in a child care setting.

Certificates, Licenses, Registrations:

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.
- Ability to obtain CLASS certification within six months of employment.

Language Skills:

- Ability to develop and conduct comprehensive in-service training workshops.
- Ability to communicate to diverse populations.
- Ability to communicate orally and in writing.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Ability to learn and effectively utilize Childplus.net or other data maintenance software.
- Demonstrate knowledge and understanding of agency and program policies and procedures.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Ability to meet deadlines.

Physical Demands: *The physical demands listed 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Responding to multiple demands from the children and other individuals is frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

EHS Child Care Partnership Family Service Advocate

Job Description

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The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to establish and maintain harmonious and effective working relationships with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Created 6.24.19

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Reviewed by Board of Directors 11.21.2019

Reviewed by Board of Directors 03.19.2020

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Reviewed by Board of Directors 03.18.2021