



Job Description:

Under the supervision of the EHS-CCP Director and the Family Services Manager, the FSS provides support in the content areas of family partnerships and engagement, community resources and collaboration, support service delivery, and best practices in working with families.

Job Responsibilities:

- Supports ERSEA Specialists with achieving/maintaining funded enrollment.
- Develops Family Partnership Agreement (FPA) at time of Direct Service along with other required paperwork to complete enrollee's file.
- Encourages/tracks parent volunteer hours in Child Plus.
- Schedules and conducts two (2) parent visits a year with the enrolled families for establishing rapport, obtaining/updating paperwork, and following through with goals set by family during FPA.
- Supports ongoing effectiveness of Policy Council.
- Links parents to community resources and develops new community relationships.
- Ensures EHS standards/guidelines are met consistently for family engagement, family records, Policy Council, and monthly PTA meetings.
- Understands and implements the Parent Engagement Framework as it relates to EHS standards.
- Becomes very knowledgeable on EHS standards and EHS-CCP Policy standards
- Implements EHS transition requirements and supports transitions to Early Head Start, Head Start, or other appropriate childcare centers.
- Sends family information monthly to FSS Manager for Program Report
- Attends all required meetings, workshops, gatherings, and conferences of the EHS-CCP program.
- Notifies FSS Manager and EHS Program Director about center issues/challenges.

Qualifications:

- Bachelor's or Masters' degree in Human Services, Early Childhood Education home
- Computer skills, including knowledge of Microsoft Office
- Proficient oral and written communication skills



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- Proficient organization skills and attention to detail
 - Ability to multi-task efficiently
 - Ability to deal effectively with stressful situations
 - Valid driver's license
 - Bilingual in English and Spanish, preferred

Job Relationships: Employee reports directly to the EHS-CCP Family Services Manager.

Terms and Termination: The Partnership is an "At Will" employer; the employee and the Partnership have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause. Employees also may be demoted or disciplined, and the terms of their employment may be altered at any time, with or without cause, at the discretion of the Partnership. No one other than the Chair of the Partnership Board has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy. Any such agreement must be in writing and must be signed by the Chair of the Partnership and by the affected employee. Compliance with the Immigration Reform and Control Act of 1986 (IRCA) is mandatory for establishing identity and authorization to work.

Evaluation of Performance: This position has a six (6) month probationary period with a performance evaluation due at that time. This position will be evaluated annually by the FSS Manager and Program Director to include a comprehensive look at all job duties and responsibilities.

Confidential Information: During the term of this Agreement and the course of performance of this contract, the Employee may receive and otherwise be exposed to confidential information relating to the Company's business. Such information may include but not be limited to: (1) the Company's customer support strategies, (2) the Company's financial and budgetary information, (3) the Company's internal processes and methods, (4) the Company/Client's Agreement, or (4) personnel matters. In summary, the Employee will not reveal any of the Company's confidential information.

Physical Abilities and Requirements: The Employee must have the physical ability to perform the job responsibilities.

Other Requirements: Employee must provide a valid copy of driver's license, Social Security card, and proof of liability car insurance.



CHARLESTON COUNTY



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