

Kedren Community Health Center, Inc.
KEDREN Head Start State Preschool Programs & Family Service Center
(323) 777-1411 Office# (323) 777-1365 Fax#



"Kedren...a family of giving, caring, and sharing...for all seasons."

Current Job Opening as of June 17, 2010 to July 1, 2010

EARLY HEAD START
FAMILY SERVICE ASSOCIATE

The EHS Family Services Associate (FSA) supports Head Start families in making decisions and choices that will help improve their lives. Using a case management approach, Family Services Associates share and disseminate information on available resources, from within the Agency an outside; various program options that the Agency offers and which directly respond to families and children needs; sources of parental support and developing parenting skills; sources of professional help to meet families' needs; and ways of accessing resources in the community.

Responsibilities:

1. Implements a recruitment plan that ensures eligible families in most need of the services enter the program when vacancies occur including children with disabilities and special needs.
2. Assist families with enrollment and gathering necessary paperwork. Compiles mandated information on the family.
3. Assists families in developing a Family Plan that describes their priorities, needs, goals, and strategies for meeting those goals, and their immediate concerns.
4. In developing the Family Plan, the FSA's reinforce the families' responsibility of making choices and offers opportunities to develop competence and self-development.
5. Works with other community agencies and support groups in effectively responding to families' needs.
6. Collects, organizes and shares information on services available to families, including providing efficient referrals to access such services.
7. Initiates, develops and sustains linkages and cooperative agreements with community-based resources, agencies, self-help groups, and Head Start teams.
8. Establishes and maintains direct communication between the family and Head Start interdisciplinary team. Participates in case management meetings.

Requirements:

- 1) Requires an AA degree in Social Work or related field, or Social Services Certification.
- 2) Minimum of (2) years of job related experience, working with low-income groups and community service providers is required, experience in a preschool environment is preferred.
- 3) Computer knowledge, including Excel, Microsoft Word, PowerPoint, and use of the Internet. Good writing, organization, and record-keeping skills required.

Full-time/ Non-Exempt position, \$2,240.00- \$4,456.00 per month plus fringe benefit package include medical, dental, vision, holidays, sick leave, vacation, retirement and Employment Assistance Program (EAP).

Applicants may apply in person between 9:00am – 12:00pm or 2:00pm – 4:00pm (Monday through Friday) in the Department of Human Resources or you may fax your resume to: (323) 777-1365, or email: l_mcmillan@kedrenheadstart.org * Note: Parents will receive first preference with our application process.

For more information, you may contact the Department of Human Resources at (323) 777-1411, Extensions 203 or 116.