

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 30, 2010 to July 13, 2010

## **HEAD START** **TEMPORARY FAMILY SERVICE AIDE**

The Temporary Family Services Aide supports Head Start families in making decisions and choices that will help improve their lives. Using a case management approach, Temporary Family Services Aide shares and disseminates 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. Establishes and maintains outreach and recruitment to ensure Head Start site enrollment of eligible children, including 10% Special Needs children.
2. Assists families in developing a Family Plan that describes their priorities, needs, goals, and strategies for meeting those goals, and their immediate concerns.
3. Collects, organizes and shares information on services available to families, including providing efficient referrals to access such services.
4. Works with other community agencies and support groups in effectively responding to families' needs.

### **Requirements:**

- 1) Requires High School Diploma or GED.
- 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) Good computer, data entry, writing, communication, organization and team building skills required.

Full-time/ Non-Exempt position, \$12.92 per hour.

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: [mcmillan@kedrenheadstart.org](mailto: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.