

Child Care Resource & Referral is seeking to fill an immediate position for a full-time **Early Head Start Family Support Specialist**. This position is responsible for the overall case management of all services provided to families enrolled in the Early Head Start Partnership Program. A working knowledge and skill in relationship based engagement with families and implementation of the Head Start Performance Standards is required.

**Duties and Responsibilities:**

- ❖ Implement recruitment efforts for the local partner centers including recruitment of children disabilities.
- ❖ Establish and maintain accurate documentation of participants in the program.
- ❖ Collaborate w/families -complete a Family Assessment annually & provide intervention/referrals/assistance.
- ❖ Provide on-site case management services to families & children
- ❖ Assist families in identifying & defining goals as early as possible after enrollment with progressive review.
- ❖ Adhere to follow-up procedures for tracking activities in all EHS service areas.
- ❖ Maintain accurate & current record keeping in family files per the established contents of files & grantee database & participate in the monitoring system designed for CCR&R EHS/HS Partnership Program.
- ❖ Collaborate with all families & local health agencies to ensure all children are linked to a medical and dental home for an ongoing source of continuous service.
- ❖ Provide immediate referrals, assistance and follow-up for crisis intervention needs.
- ❖ Participate in all staff-parent conferences/home visits.
- ❖ Participate at the local parent/policy committee meetings to offer technical assistance to parents.
- ❖ Document & follow-up on children's absences in the program and offer assistance to families.
- ❖ Develop and update Community Resources Book.
- ❖ Train staff and parents on the utilization of the Community Resources book.
- ❖ Recruit and assist with the coordination of local Health Services Advisory Committee.
- ❖ Attend & participate in staffing of children in collaboration w/LIC/Mental Health provider/medical agency.
- ❖ Monitor database reports
- ❖ Assist in the provision of family activities/various parent workshops.

**Requirements:**

- ❖ At a minimum, a credential or certification in social work, human services, family services, counseling or a related field. All degrees must come from a regionally accredited institution which has the U.S. Department of Education approval.
- ❖ Three to five years related experience, including data entry experience.
- ❖ Knowledge of local community, resources, and the child welfare system.
- ❖ Working knowledge of Head Start Performance Standards.
- ❖ Excellent oral and written communication skills.
- ❖ Pass DCFS background check, drug testing and Illinois State Fingerprinting background check.

**Location:** Kankakee, IL

**To apply visit:** [www.childcarehelp.com](http://www.childcarehelp.com)

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