

Child Care Resource & Referral is seeking to fill an immediate position for a full-time Early Head Start **Family Support Specialist I**. 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 age and income eligibility for children and pregnant women participating in the program.
- Collaborate with families to complete an accurate Family Assessment annually and provide intervention, referrals and assistance for interests, needs and circumstances identified.
- Provide on-site case management services to families and children including assistance and referrals, i.e., emergency services, health/nutrition/dental referrals, education/ mental health/disability referrals, and child abuse and neglect referrals, etc.
- Collaborate with families in person accessing community services that meet their needs, circumstances and interests including following up with parents to assure that services are received.
- Assist families in identifying and defining goals as early as possible after enrollment; and ensure that progress review is done per procedure.
- Adhere to performance standards for tracking activities in all Early Head Start Service areas and report data weekly to Supervisor (i.e. medical, dental, mental health, CACFP/nutrition, disabilities, eligibility, and family & community partnerships).
- Maintain accurate and current recordkeeping in the family file by following the established contents of files and grantee database.
- Collaborate with all families and local health agencies to ensure that 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 by sharing developmental information from the family file to support relationships with families.
- Participate at the local parent/policy committee meetings to offer technical assistance to parents on community resources and programs.
- Maintain on-going contact with families and child care partners regarding program services. Document contact on case notes in family files and database.
- Document and provide follow up regarding children’s absences in the program including daily and consecutive absences with follow up as well as home visits as needed.
- Offer and help families with attendance issues.
- Develop and update Community Resources Book in collaboration with the Managers and Directors.
- Train staff and parents, in collaboration with the managers, on the utilization of the Community Resources Book.
- Recruit and assist with the coordination of local Health Services Advisory Committee members and meetings for all partners.
- Attend and participate in staffing of children in collaboration with LIC, mental health provider and/or medical agency.
- Participate in the collection of data for the community assessment.

- Ensure the implementation of individual health care plans, if applicable.
- Monitor database reports per established procedures.
- Assist in the provision of family activities.
- Assist in the provision of various parent workshops.
- Participate in the monitoring system designed for CCR&R Early/Head Start Partnership Program, ensuring follow up on all issues found during technical assistance/monitoring visits.
- Respond appropriately to cultural diversity and be sensitive to the needs of the families and community served.
- Attend regularly scheduled meetings, Grantee service meetings / trainings, Pre-Service and In-Service Training.
- Must demonstrate belief in the CCR&R mission and vision in all verbal and written communication.
- Meet all timelines and reporting requirements.
- Maintains required job skills and core professional competencies through attending and participating in staff development programs and staff meetings, minimum 15 hours.
- Ensures that the usage of agency technology, equipment and time are utilized for agency business
- Performs other duties as may be assigned.

Requirements:

- At a minimum, and/or within eighteen (18) months of hire, a credential or certification in social work, human services, family services, counseling or a related field. Bachelor's degree is preferred. All degrees must come from a regionally accredited institution which has 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.
- Must have extensive knowledge of various computer program and office functions including communications, data processing, record keeping and Microsoft Office.
- Working knowledge of Head Start Performance Standards.
- Ability to establish and maintain case notes.
- Ability to establish relationships with families and children from various socioeconomic backgrounds.
- Ability to handle administrative duties, along with being self-directed.
- Possess organizational skills and time management skills.
- Excellent oral and written communication skills.
- Basic knowledge of computers.
- Ability to work as a cooperative and supportive team member.
- Pass DCFS background check and drug testing.
- Ability to effectively communicate in writing and verbally.
- Ability to use good judgment and work under pressure.
- Ability to adapt to change.
- May be required to travel locally and attend occasional evenings and weekend meetings.
- May be required to carry, lift, or move equipment, materials, or supplies weighing up to 40 lbs.

Location: Kankakee, IL