



## Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

EARLY HEAD START / HEAD START HEAD START / STATE PRE-SCHOOL

*Excellence in Early Childhood Education and Human Services*

3450 East Sierra Madre \* Pasadena, CA 91107 \* Tel: (626) 572-5107



**POST**

### Employment Opportunity

**Posted Date: March 30 2021**

**Deadline Date: April 30, 2021**

**Position Title:** Family Services Specialist (FSS)  
**Reports To:** Family Community Engagement Coordinator  
**Department:** Family Services  
**Employment Status:** (Full-Time) (12 months, 40 hours per week)  
**Compensation Range:** \$21.56-\$30.46 (Step 1-15) Hourly Rate PLUS Benefits

**Employee Benefits:** Aflac, Dental, Life, Medical, Vision, and 401k Retirement Plan

401k Retirement Plan (8.5% Employer Contribution) & additional voluntary contribution by the employee

- 12 Paid Holidays
- 21 Paid Vacation: Accrue at the rate of 10.25 hours per month worked, (1 year of employment = 123 hours)
- Paid Sick leave and three days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment = 114)

**Work Location:** FOUNDATION FOR EARLY CHILDHOOD EDUCATION  
Main Office and Multiple Site Locations in Los Angeles County  
(Visit Website for Site Locations)

#### **I. PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.

#### **II. SUMMARY OF DUTIES**

Under general supervision, provides leadership and supervisor to a group of assigned Family Services Associate (FSA). The role of an FSS is to engage in duties and activities of an FSA while leading other FSSs. This includes, but is not limited to, conducting outreach and developing community partnerships to recruit families to achieve program enrollment goals for Head Start-Early Head Start and State Preschool programs and to assure that families are fully engaged in utilizing health, disabilities services, nutrition, social services, parent involvement, and mental health services based on family strengths, concerns, needs and priorities. Coordinates the work of assigned Family Services Associates and works with multidisciplinary teams, teaching staff, and content area coordinators to achieve goals. The FSS will prepare, and document in child files and ChildPlus, a variety of records and reports to implement mandated Federal, State and local regulations.

**\*New Position: Pending LACOE Approval\***

**Job Duties**

**Enrollment:**

- Assist Child Development Supervisor with initial Parent Orientation at the beginning of the year
- Complete enrollments for Head Start, Early Head Start, and State preschool
- Conducts ongoing New Enrollment Parent Orientations and Parent Involvement as a backup to other FSA's
- Knowledgeable of eligibility requirements between Head Start and State preschool
- Maintain active waitlist in order to fill vacancies within 30 days
- Monitor sibling and waitlist monthly to ensure that the Family Services Associates are following up with the families
- Monitor and ensure that transitions from EHS to HS are completed in a timely manner
- Provide lists of eligible families to the Agency within five days to sign off on the HSEV

**Recruitment:**

- Develop recruitment activities and recruitment calendars in collaboration with the assigned FSAs
- Must actively research community events and contact community partners for recruitment opportunities
- Responsible for obtaining and coordinating recruitment materials for recruitment activities and events
- Recruits families and completes enrollment for families assigned to caseload and reports vacancy information in timely manner to maintain full enrollment
- Review the slot capacity to determine areas with largest need and assign staff accordingly for recruitment activities
- Recruitment/Pre-enrollment/Enrollment for eligible families in order to obtain and maintain 100% enrollment at all times

**Record Keeping and Reporting:**

- Ensure compliance with ERSEA by maintaining a complete ERSEA file on each child for assigned site(s)
- Follow-up on absences daily with parents/guardians and document in child plus and monitor that FSAs are following up on absences daily
- Input and track all relevant Child and Family data throughout the student database system
- Monitor excessive absences and work with families and education department to improve child's attendance
- Upload all enrollment documents to child plus
- Reviews all files of assigned families and verifies that entry into data base system is accurate when compared to files while ensuring all of the necessary documentation is accurate

**Social Services-Health Services-Family Engagement:**

- Assist the family to improve the condition and quality of family life by providing resources and referrals to families.
- Assist with family program eligibility assessments, orientations, and referral for services
- Collects, updates, and maintain children's health requirements within established timelines, and follows-up when needed
- Assists families in arranging appointments and follow up visits, as needed (i.e. medical, dental, court, social services agencies, and local education agencies)
- Conduct Health Screenings for children and completes needs assessments for assigned families to ensure appropriate resources are provided as needed
- Encourages family to complete a family goal towards self-sufficiency, as part of the individualized health, nutrition, and family support development plan while updating the information on the database system
- Enhances parenting skills and understanding regarding personal engagement and activities that promote literacy.
- Encourages parent participation in the center, home visits, and related activities
- Interacts with families in a manner that is respectful of each family's ethnicity and cultural diversity.
- Communicates in an effective manner with parents and children in their native language, if possible
- Conducts required home visits, and additional as necessary with respect to issues on child attendance, recruitment/enrollment, etc.
- Refers families to appropriate services i.e. mental health, disabilities, nutrition, health, and follow-up as needed.
- Serve as a liaison between Head Start families and community based agencies

***\*\*Note: This job posting list of duties is a summary of those listed on the Job Description\*\****

***\*New Position: Pending LACOE Approval\****

**III. QUALIFICATIONS, EXPERIENCE & SKILLS**

**Education:** Bachelor’s degree from an accredited four-year college or university in Human Development, Sociology, Psychology, Social Work, Early Childhood Education, or related field.

- *Family Development Credential is desirable*

**Experience:** Three years’ experience involving integrated family, student, and community services involving Head Start, Early Head Start, and related types of programs

**Skills and Abilities:**

- Bilingual in English and Spanish
- Knowledge in the following service areas: ERSEA, Family Services, Family Engagement, and Health
- Provide leadership, guidance, and supervision to assigned Family Service Associates
- Provide support and training to assigned FSA’s on enrollment requirements and eligibility for Head Start and State Preschool
- Proficiency with computer applications such as Microsoft Office, Windows, Internet, and virtual platforms such as: Zoom, Google Meet, GoToMeetings to setup and conduct meeting, actively participate and support program goals of family engagement, health follow up, etc.
- Prefer Child Plus experience
- Strong communication skills and knowledge of family engagement strategies, family outcomes, family needs, family partnerships, family dynamics, community resources, and social services/programs.

**IV. SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

**Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

**Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

**Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Central Index, prior to starting work.

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California driver’s license, or have available transportation.

**\*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

**V. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

**VI. APPLICATION PROCEDURES**

Applicants must complete a Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [Employment Opportunities – Foundation for Early Childhood Education, Inc. \(foundationheadstart.org\)](http://Employment Opportunities – Foundation for Early Childhood Education, Inc. (foundationheadstart.org))

Interested candidates must forward the following documentations and application packet via email at [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) or via mail at 3450 East Sierra Madre Pasadena, California 91107 (Attention HR)

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary

***Please Note: Application and all required documents can be mailed, or submitted to [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) by the due date listed in this job posting***