



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Family Services Coordinator

Department: Child Development

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Family Services Coordinator

GENERAL DESCRIPTION:

EHS Family Service Specialist is responsible for providing family service assistance for families with children enrolled in the Lenape Early Learning Center. FSC has the responsibility for family support services including implementing, coordinating and providing direct case management services to EHS-CC families, developing and implementing partnerships with EHS-CC families including Family Partnership Agreements. Must coordinate/provide training to parents and community agencies; monitor the implementation of social services, parent involvement, volunteer services, and community partnerships and assist with the health and other support services provided to families. In conformance with Head Start Performance Standards, assist families to build on their strengths and develop plans to address areas of concern, including job market assistance, and resource identification. Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

QUALIFICATIONS:

- Minimum requirement of an Associates or Bachelor's degree in Child Development, Education, or Social Services
- Or a minimum of 2 years working with or for community outreach programs or nonprofit organizations and must have a working knowledge of local community resources
- Exceptional customer service skills
- Knowledge of IEP, ILP and social services for children
- Exceptional written and verbal communication skills
- Minimum of 20 hours training required annually
- Meet and maintain all state and licensing requirements, accreditation criteria, and LELC policies
- Have no felony convictions or misdemeanor convictions for offenses relating to children or violence, and satisfactorily complete the required background check and drug testing
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills
- Ability to pass a criminal background check and drug screening

DUTIES AND RESPONSIBILITIES:

- Uphold and Maintain the highest level of confidentiality
- Provide local community resources to EHS and CC families and children
- Establish positive relationships between program staff and families
- Help families in crisis, and help direct them to appropriate local resources
- Help with IEP, ILP and special services
- Receive training in child abuse reporting and other family advocacy programs and trainings
- Work as part of the Head Start leadership team in long- and short-term program planning.
- Assist in the creation of procedures, documents, and other systems to maintain compliance with Program Performance Standards, licensing, and the Head Start
- Plan and procure events for community resource and outreach
- Ability to work independently.
- Effective time management and strong organizational skills essential
- Maintain a high level of confidentiality
- Demonstrate unity and be a positive role model for families, co-workers, and children
- Follow the chain of command with any issues or concerns
- Attends virtual and in person trainings.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.