

**Chicago Commons
Job Description**

JOB TITLE: Head Family Worker

EXEMPT: Yes	TITLE CODE: Client Coordinator II
SALARY LEVEL: IV- Class II	DIVISION: Child Development
RANGE:	DEPARTMENT: Child Development
EVALUATION DATE:	LOCATION: Site
REPORTS TO: Site Director, Assistant Director, Head Family Worker	SHIFT: n/a

SECTION I

SUMMARY:

Carries out goals, policies and activities, designed to meet the social service component performance standards as outlined in the program component plans. Provides direct and indirect supportive services to a site in the area of medical, dental, mental health, social service, family involvement and special needs, parent partnerships and community partnerships. Responsible for the coordination and implementation of parent involvement meetings and training's, which aid in the identification and utilization of community resources and strengths. Supervises the family worker assistant and the family worker aide. Ensures that the implementation of the COPA system and all components of the enrollment, eligibility, recruitment, referrals, and re-determinations processes are inputted into the COPA system in a timely manner. Responsible for the documentation and verification that information from the COPA system is correct, before it is submitted to the Parent Involvement Coordinator (or their designee) and the Contract Coordinator for billing purposes.

SECTION II

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

1. Contributes to the development of the agency's child development philosophy and goals.
2. Insures compliance with state and city regulations.
3. Responsible for recruitment, registration and enrollment of eligible children including 10% of children with disabilities at agency sites; maintains at least a 10% waiting list for each site.
4. Oversees and implements referrals of families to agencies, to complete all necessary health screenings and follow-ups and promotes preventive health services and early intervention.
5. Maintains systems for identification of family needs, completion of documentation, provision of referrals and follow-up services.
6. Oversees sites efforts for serving children with disabilities including referrals, provider's observations and required documentation.
7. Assists in the coordination of interdisciplinary team meetings that include parents(s), director, professional diagnosticians(s) and teacher(s) in order to develop disabled children's IEP.
8. Monitors providers and reports concerns to Site Director and Supportive Services Coordinator (Head Start program only)

9. Completes home visits with teachers, as appropriate.
10. Responsible for overseeing completion of PIR's and accurate record keeping; including social service contact sheets.
11. Is able to use the Community Resource Directory in meeting needs of program participants.
12. Participates in Family Reviews and initiates follow up.
13. Established positive, professional relationships with families served, communities and funding sources.
14. Assists with supervision and training of site social staff as designated by the Site Director.
15. Other duties as assigned.

OTHER FUNCTIONS: The Company may assign other functions to the job at its discretion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform their job duties.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. The employee must regularly operate a word-processing system and therefore must be able to read, produce and transmit data on such a system. The employee frequently is required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

There are no unusual environmental conditions. The noise level in the fast-paced office environment is usually quiet.

SECTION III

DECISION MAKING AUTHORITY: Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies and procedures.

Decisions/Actions Permitted	Decisions/Actions Referred
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SECTION IV

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

MA/MSW in related field or
BA/BSW in related field or
Associated Degree in Social Work or related field
or 60 college credit hours in Social Work or related field.

LANGUAGE SKILLS:

MATHEMATICAL SKILLS:

REASONING ABILITY:

CERTIFICATES, LICENSES, REGISTRATIONS:

OTHER SKILLS and ABILITIES:

1. Must have excellent communication skills with the client population.
2. Ability to maintain confidentiality.
3. Uses supervision effectively.
4. Participates in staff development opportunities within and outside of the agency.
5. Shares information and communicates ideas effectively.
6. Ability to work under stress.
7. Works in cooperation with all staff, consultants, regulatory/funding representatives.
8. Serves as an advocate for children and families.

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE:

HUMAN RESOURCES SIGNATURE:

DATE:

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