

# MountainHeart

## Job Description

**Job Title:** Family Service Aide  
**Department:** Head Start  
**Reports To:** Family Engagement Specialist  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 2

**Summary:** This position ensures the families and children we serve received all service identified needs while following Performance Standards and State regulations.

### Essential Duties and Responsibilities

- Must have the ability to communicate with parents, staff, and service area specialist.
- Must have the ability to work cooperatively with families to assist in meeting identified goals.
- Must have the ability to maintain documentation and all tracking relevant to the service area.
- Ensure all Head Start Performance Standards are met.
- Assure each child enrolled in classrooms receive services identified by parent, Family Service Aide, school staff and area specialist.
- Assist teachers in providing center-based services on a predetermined schedule.
- May serve children in a home-base setting.
- Encourage and integrate parent participation in development of the services including facilitating parent meetings.
- Maintain and submit all required record and reports to the central office by determined deadlines.
- Assure each child enrolled receive services identified by parent, Family Services Aide, school staff and area specialist.
- Incorporate all aspects of Head Start's comprehensive services such as health, nutrition, mental health, etc into classroom setting assuring all Head Start Performance Standards are met.
- Maintain tracking information on all children.
- Conduct the required number of home visits and parent conferences with each parent/guardian during the school year.
- Assist in conducting self-assessments and implementation of the revised performance standards.
- Maintain current record for each child.
- Assist with any transportation duties as necessary.
- Perform substitute duties as necessary.
- Other duties as assigned.
- Maintain confidentiality at all times.

### Supervisory Responsibilities

This position does not have supervisory duties.

Prepared Date: June 26, 2014

ALL PERSONNEL ARE AT WILL EMPLOYEES

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

**Education and/or Experience:**

High school diploma or GED equivalent and acquire all required training/certifications as required by state and/or federal regulations, CDA preferred or obtained within one year of employment and an Associate Degree in Early Childhood Education preferred. Must be willing to train in Standard First Aid and CPR per Performance Standards, yearly physical with TB testing, bondable and obtain Food Handler's Permit.

Must have valid West Virginia driver's license with dependable transportation and minimum liability insurance, Commercial Driver License (CDL) with 6 months of employment; clear criminal background and maltreatment APS/CPS check. Other State and Federal requirements.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate with population served and assist in meeting identified goals.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**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 stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Employee Signature

Date

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