

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FAMILY SUPPORT SPECIALIST

BASIC FUNCTION:

Under the supervision of an assigned director, assures Head Start mandates in health, nutrition and family services are met in accordance with Head Start performance standards and other applicable codes.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Reviews applications and assures proper immunizations, TB requirements, physical exams, dental exams and other forms required by Head Start and State licensing; prepares related documentation; communicates with relevant parties to rectify missing or incomplete information.

Monitors the status of various health requirements of children enrolled in Head Start; assures compliance with applicable laws, codes, rules and regulations including the CHDP periodicity schedule; submits requests to families to complete physical and dental exams;

Family Support