

Coordinates or facilitates Family Plan activities with other organizations, agencies or individuals involved in providing services to the family.

Attends IFSP meetings and parent/teacher conferences including case management meetings, as necessary.

Makes appropriate referrals for early intervention services in the areas of behavioral or learning problems for enrolled children.

Provides resources, information, and/or referrals for families in the following areas: mental health, childcare, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition, and other topics requested by the family.

Actively involves parents in screenings, assessments, planning for home visits and socializations, evaluation of EHS services and encourages parent participation in the Policy Council, Health Services Advisory and other Head Start committees.

Collaborates with area experts, such as Family Advocate Supervisor, Health Supervisor, Disabilities Specialist, Mental Health Consultant as needed.

Maintains accurate records, including health information, assessments, IEP/IFSP documentation, screening, anecdotal observations, and other required forms.

Communicates regularly with other SCCOE staff and acts as an advocate for HS/EHS.

Completes and submits accurate and timely reports.

Maintains confidentiality.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
 Target community, resources, and relevant public and private agencies to refer families to appropriate services provided by external agencies.
 Principles of early child development and infant and toddler education.
 Unique needs of children requiring special education services.
 Family service activities and Head Start/Early Head Start performance standards related to Home-Based Servimend0.002 Tc -0.0360001 (A) 3e. (b) (1) 2 (1) TW 01001 Tw. (d) -b- 1.5 (i) r) -1.-2. 9n) 561.211.5 (4-12) 822 (0) (B) 1(1) 1(1)

Communicate effectively, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

An Associate's degree from an accredited college with major course work in Early Childhood Education, Child Development, Human Services, Social Services, or related field