JOB DESCRIPTION

Title:	Family Service Worker
Status:	Non-Exempt
Terms:	Permanent Full Time
Location:	Maxton Start Center
Reports To:	Center Manager
Pay:	$15.00 - $16.00 per hour

Job Summary:

Plans and implements all activities pertaining to health, family services, parent involvement and literacy. Consults with parents, center staff, physicians, and other health care personnel to determine causes of problems and effective solutions in order to arrange/assist for medical, family service or educational needs to be met. Serves as a liaison between families and community resources.

Essential Duties and Responsibilities:

- Must exhibit an understanding of people and their problems.
- Should have the ability to offer sound advice and a knack for problem solving.
- Requires tact and initiative. Preferably a parent of a child enrolled.
- Should be able to write reports and understand written reports.
- Must be a responsible person, able to keep appointments on time.
- Must be able to accept and take verbal and written instructions from agencies and parents.
- Must be warm, friendly, personable to work with and communicate effectively with both staff and families.
- Must be able to carry out responsibilities without reminder.
- Have own transportation to and from site.
- Must be fully familiar with Head Start Performance Standards, agency policies and procedures and North

Carolina Day Care Licensing Regulations and ensure compliance in the accomplishments of all center operation related duties.

Education Requirements:

- High school diploma or equivalent. Prefer two years' experience in a field working with adults and children.

INSTRUCTIONS:

- Bilingual applicants encouraged to apply
- Send Agency application, interest letter, cover letter and resume.
- Post Office Box 1025 Lumberton, NC 28358
  Email: recruitment@scapnc.org
- Applications may be obtained by visiting the Agency's website https://scapnc.org/careers

Equal Opportunity Employer