

NEIGHBORS IN NEED OF SERVICES, INC. (NINOS, Inc.)

JOB TITLE: Director of Family Services

SUPERVISOR: Assistant Head Start Director

WORK SITE: Administrative Office

MINIMUM QUALIFICATIONS:

Must have at least a Degree in Educational Administration or Early Childhood Education and/or at least two (2) years experience in this field. Two years of experience in the field of teaching or administration.

Able to relate with professionals. Experience and knowledge to formulate reports on a regular basis. Must have current drivers license and an insured vehicle.

GENERAL RESPONSIBILITIES:

- Will have overall responsibility for supervising the Family Services Coordinator and Parent Involvement/Volunteer Services Coordinator.
- Will have overall responsibility to maintain enrollment information for each child.
- Have overall responsibility of having all Family Service Workers trained on screening, reviewing and evaluating applications for enrollment in each Head Start Center.
- Have a overall responsibility and making sure all Head Start Staff and Families have a Community Resource Directory available.
- Make sure an established and maintained outreach and recruitment process is done systematically to ensure enrollment of eligible children.
- Submit Status Report of various Projects for each month, and conducts Performance Analysis and Evaluation of Projects when asked by the Executive Director.
- Assist in the formulation of the Head Start Refunding Application.
- Upon request by the Executive Head Start Director will attend the Head Start Policy Council and NINOS, INC. Board Meetings.
- Ensure Personnel Policies are adhered to by Coordinators, Area Managers, and Center Staff.
- Ensures that an annual Community Assessment Survey is conducted.
- When necessary will be expected to attend staff training through pre-service and in-

service workshops.

- Must possess reliable transportation to commute to all Head Start Centers in Cameron and Willacy Counties.

DESIRED:

- A person sensitive to the needs of the poor and disadvantaged.
- Bilingual: English/Spanish
- Be a local resident of Cameron County or Willacy County.

PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:

- Averages 6 hours of sitting, 1 hour of standing, and 1 hour of Walking in a usual workday.
- Requires employee to occasionally crawl and twist in performing duties.
- Occasionally, employee needs to carry up to 50 pounds.
- Uses lower extremities frequently in simple/firm grasping and fine manipulation.
- Maintains head/neck continuously in flexing movements and occasionally in static position & rotational/extension movements.
- Need appropriate or corrected vision, requires ability to judge distance and space relationships, uses peripheral vision while eyes are fixed, uses eye adjustment in doing near point work, and requires ability to identify and distinguish colors.
- Frequent speaking/hearing abilities with staff, co-workers, parent's and supervisor.
- Performs annual survey which exposes body to injury and/or accidents outdoors.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Accepts responsibility for the direction, control, or planning of activities.
- Encourages/Uses creativity, self-expression, or imagination in performing duties.
- Influences people in their opinions, attitudes, or judgments about ideas/facts.
- Makes judgments or decisions based on sensory or judgmental criteria-relies on one or more of the five physical senses.

- Makes judgments or decisions based on measurable or verifiable data.
- Deals with people beyond giving or receiving instructions--is courteous, cooperative, conscientious, and tactful with co-workers, staff, children, parents, and immediate supervisor.
- Works under stress when confronted with emergency, critical, unusual, or dangerous situations.
- Performs in situations demanding precision and thoroughness.
- Performs variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.
- Ability to prepare and instruct meaningful health, social, and nutritional principles & practices to adults.

For especially assigned projects, tasks and/or emergencies to work on weekends, holidays, and evenings on request by the Executive Director.

Upon request attend various Child Development Center related meetings or activities, parent monthly meetings, and (on request only) Parent Policy Council Meetings as scheduled by the Executive Director.

NOTE: Actual experience job related field may be substituted for College credit on year to year basis. The Department of Health and Human Services does not require completion of degree requirements or certification as a condition of professional employment. While degrees are indicators of achievement, they are not an indication of competence; performance is a better record of competence and capability.

Immediate Supervisor: _____

Employee Signature: _____