



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Family Service Worker (EHS)**

**FLSA: Non-Exempt**

**Class Title: Human Service Worker I**

**Range: 3**

**Reports to: Family Community Services Coordinator**

### Position Requirements:

**Education and Experience:** Associates degree (A.A.) or equivalent from two (2) year college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** None.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of community resources; knowledge of social and economic problems; knowledge of methods, values, child abuse reporting, purpose and principles of social work.

**Abilities:** Ability to read, comprehend, and interpret documents such as safety rules, operating instructions, procedure manuals, and court documents. Complete tasks, reports and correspondence in a timely manner. Effectively speak before groups of families and employees of the organization.

**Skills:** Excellent oral and written communication skills; computer skills, time management skills, prioritizing and record keeping skills. Effective listening and counseling skills.

### Duties and Responsibilities:

Provides primary case management for the EHS families; develops and maintains family partnerships. Works with community childcare providers to create a successful environment that will promote the growth and development of Head Start children (toddlers/infants) and families. Act as a liaison between family and childcare staff. Welcomes families into the program and shares information about transitioning into Early Head Start. Maintain on-going contact with providers, families, and work with all other components including health, nutrition, mental health, special services, resource and referral, and parent education. Document and track follow-up needs, Family Partnership goals, health concerns, and dental, nutrition, hearing and vision concerns. Participate in recruitment, enrollment, outreach, referral and consultation services for identified families as required. Provide or assist with scheduled and unannounced monitoring visits, conducting periodic developmental assessments, and reporting child and family needs and progress. Ensure collection of monthly attendance forms. Support Early Head Start partner locations through home visits, conferences, and weekly site visits. Promote and support family engagement activities. Work flexible hours to meet the needs of families and programs. Organize and facilitate family meetings and parent education and parent involvement events. Attend community partnerships meetings and trainings. Make reports to the local child protection agency as needed. Promote parental attendance and participation at parent meetings. Must meet requirements per Federal Head Start Performance Standards and any local, state and or agency policies and procedures. Perform other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs, and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date: September 24, 2021

Location: Anoka County, MN

Closing Date: Until Filled

Supervisor: M. Hatcher

Status: Permanent/FT

Wage: \$14.06 - \$15.47/Hour - DOQ

Benefits: Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125

To receive an employment application, go to [www.accap/accapcareers.org](http://www.accap/accapcareers.org).