



EMPLOYMENT OPPORTUNITY

Position:	FAMILY SUPPORT SPECIALIST
Department/Program:	Head Start/Early Head Start
Reports to:	Child Development Center (CDC) Supervisor
Job Summary:	<p>In accordance with established program standards, state and federal regulations maintain center enrollment, work with enrolled and attending families to achieve compliant child attendance, foster parent involvement, and provide social service assistance (i.e. referral to agency and other community services/resources, etc). Responsibilities include: assist with recruitment, assessment and enrollment activities of young children (6 weeks – age 5) and expectant mothers, as applicable; maintain compliant files for children/families; maintain center waiting lists, transfers, withdrawals/terminations; monitor files for up-to-date documentation/compliance for ongoing program participation; perform record-keeping tasks; input data in software tracking system; promote parent participation in program; organize parent meetings and family activities; serve as liaison with community agencies and families; conduct assessments of family needs and provide appropriate referrals and/or linkage with community resources/agencies; participate in home visits, as required; attend staff meetings, training and workshops; perform related duties as assigned</p>
Requirements:	<p>Completion of secondary education or equivalent and one (1) year demonstrated experience working in social service, human services or community action programs, or equivalent combinations of training and experience; credential or certification in social work, human services, family services, counseling or a related field must be obtained within 18 months of hire; must have a valid State of Ohio Driver's License and transportation (travel required for home visits, training and getting to/from assigned worksite located across the Summit County area); Summit County residency; computer literacy; criminal background checks conducted</p>
Pay Rate:	\$12.41 per hour/ Pay Level 6
Benefits:	Medical, Life, Dental, Prescription, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification/Schedule:	Regular, Full-time / 11-month or 9-month work schedule
FSLA Status:	Non-Exempt
Site Assignment:	Child Development Centers are located throughout Summit County. Worksite assignments are based on program needs and subject to change during the course of employment.
Postings Dates:	06/06/2017 - CONTINUOUS UNTIL FILLED
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 <i>Or</i> , E-mail resume to resumes@ascainc.org

*This position is subject to Ohio Association of Public Schools Employees-Local 146 Participation

NO PHONE CALLS

Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit www.ascainc.org EOE