

Tacoma Daycare and Preschool Association

Part Time Family Support Specialist

Opening Date: 2/1/2017

Closing Date: until filled

Overview of Position for case load 15 families

The Family Support Specialist (FSS) maintains an outreach recruitment and enrollment process throughout the school year. The FSS works in partnership with the site team to encourage and plan for parent participation in their child's education. The FSS works together with families in an effort to support them in recognizing and building upon their family strengths and improving the conditions and quality of their family's life. The FSS's work will adhere to ECEAP/Head Start Program Standards, Service Plans and the principles of best practice in the field of family support.

Standard Qualifications:

- An associate or higher degree with the equivalent of 30 college quarter credits* of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to their job responsibilities. These 30 credits may be included in the degree or in addition to the degree.

Required Knowledge, Skills and Abilities:

1. Ability to participate as a positive, productive team member of the site's multi-disciplinary team
2. Knowledge of community resources for families and appropriate referral procedures.
3. Ability to effectively communicate with preschool age children, family members, outside agencies, co-workers and other district staff.
4. Ability to work effectively with diverse populations and people with limited income.
5. Ability to organize own work and to work independently.
6. Access to personal vehicle and proof of insurance.

Certification and Licenses:

1. Fingerprinting and background check.
2. Valid Washington State Driver's License (required meetings, home visits)
3. Completion of a one-step Mantoux tuberculosis (TB) skin test, unless there is written proof of one of the following:
 - A negative Mantoux TB test in the 12 months prior to hiring.
 - Medication therapy to treat TB.
 - A recent negative chest X-ray and a statement from a health care provider that the individual does not pose a risk to others.

Salary Range \$20.00 per hour @ 20 hours per week plus additional for required meetings/trainings. This is a year-round position for a case load of 15 families. Extended year-round model and full school day model.

Email : tacomaday@southistreet.comcastbiz.net

Fax: 253-627-4513

Phone: 253-627-5671