

Sisseton-Wahpeton Oyate

Job Description

Job Title: Family Services Worker

Content Area: Family & Community Partnerships

Supervision: Under supervision of Family Service Manager

Hours of Work: 8 hour shift, 8:00 a.m. – 4:30 p.m. Monday – Friday
September-July

General Description: Family Service Worker is responsible to ensure the SWO Head Start Program is in compliance and accordance to the revised Head Start Performance Standards: 45 CFR 1302.10 – 1302.103.

Major Duties and Responsibilities:

A. Administration & Management

1. Carries out goals, policies, and activities designed to implement objectives and revised Performance Standards;
2. Completes, reviews, and follow-ups of the Family Partnership Agreement with the family;
3. Participates in annual community assessment and assists in analysis of data collected.
4. Maintains confidential child and family records;
5. Recruitment activities for **HS** Program; must develop and implement a recruitment process designed to actively inform all families with eligible children, that Head Start provides.
6. Responsible to contact proper agency regarding suspected child abuse/neglect cases; share documentation with investigating agency;
7. Assist in identifying and providing training to parents, staff, and community members;
8. Perform other duties as needed or assigned by the organization
9. Must have good work ethic, time and attendance

B. Coordination

1. Must be a team player;

2. Work closely with Early Head Start staff;
3. Avoid duplication of services to children/families;
4. Implement a system of monitoring and evaluating activities to ensure high quality services are being provided to families/children.

C. Evaluation & Monitoring

1. Implement a system of monitoring and evaluating activities to ensure high quality services are being provided to families/children;
2. Review, evaluate existing program with parents and staff to enhance compliance with the revised Performance Standards and other regulations;
3. Identified Program areas of weakness and recommend corrective action.

D. Parental Involvement

1. Work toward achieving parental involvement in Head Start activities; Family fun nights, field trips, visiting classroom, volunteering;
2. Review and complete annual training needs assessment of parents;
3. Schedule regular parent meetings
4. Provide parenting curriculum ie: Ready Rosie
5. Must support the family's well-being and promote children's learning and development

E. Provision & Assurance of Services:

1. Mandatory parental contact when child is absent;
2. Assist families in their efforts to improve the condition/quality of their family;
3. Assist families in need of emergency assistance and crisis intervention;
4. Provide information to parents of available community resources;
5. Provide follow up to assure the parents in need of services receive the needed services.

Qualifications

1. Associate Degree in social service or other related field, but will consider 2 years experience in working with children 3-5 years of age and willing to work towards a degree.
2. Good communication/organizational skills; non-judgmental attitude; good problem solving ability; strong written and oral skills.
3. Knowledgeable of community resources for families/children.

Job Requirements

1. Must be willing to learn, speak and promote Dakota language
2. Must sign background check declaration for child abuse/neglect upon submission of application.
3. Must attend in service training, staff meetings, and relevant position training.
4. Must sign confidentiality Statement upon hire.
5. Must complete physical, TB test and drug test within 30 days of hire.
6. Must complete CPR and First Aid training within 90 days of hire.
7. Must live and promote a drug and alcohol free lifestyle.

Approved



Date

2/26/26