



Job Title:	Family Assistant	Position Type	Full-time
Reports: Center Manager			
Job Description			
<p>Role and Responsibilities:</p> <p>Perform the duties required to serve as a representative for the Head Start program welcoming families, supporting center managers and case managers in implementing, tracking and following up on family and community engagement practices.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Assist case managers and education staff in tracking and recording program information such as health, education, disability and social services data in the Child Plus and Efforts to Outcomes systems. • Assist case managers in maintaining enrollment and attendance records for children in the HS program. • Follow up with families as needed • Assist in collecting, retrieving and maintaining confidentiality of records for individual children and families. • Greet community visitors, maintain program volunteer information, and serve as first point of contact in centers for community representatives and volunteers. • Answer phones, provide program information to callers. • Order program supplies and maintain inventories as needed. • Provide support to others as directed by supervisor. • Perform other duties as assigned. <p>Education Requirements: High School or GED. Safe Serve certification (within 30 days of employment)</p> <p>Experience: One year experience working with families and staff in a support role</p> <p style="text-align: center;"><i>An Equal Opportunity/Affirmative Action Employer</i></p> <p style="text-align: center;"><i>Services Provided On A Non-Discriminatory Basis</i></p>			