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