

Job Title	Family Services Coordinator
Employer/ Agency	Harris County Department of Education
Job Description	<p>Primary Purpose: To develop, implement, monitor and coordinate the Family Services area in accordance with all applicable guidelines and to train, mentor and support staff to achieve program goals.</p> <p>Major Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Model HCDE and Head Start’s mission, vision, and values. • Work with interdisciplinary teams to ensure integration and consistent delivery of all Head Start services. • Develop a written plan and procedures for implementing the Family Services component of the program. • Regularly review program reports to monitor compliance in Family Services and other program areas. • Provide training on program procedures and general training that promotes effective case management services and family engagement. • Provide on-site mentoring to Family Services Providers on a regularly scheduled basis to ensure the effective delivery of services to families. • Provide ongoing professional development and feedback on specific performance objectives to Family Services Providers. • Develop relationships with service providers and community members to support the ongoing recruitment of eligible children. • Maximize program resources through the community and affiliated agencies. • Maintain the confidentiality of information. • Perform other duties as assigned.
Qualifications	<p>Education/Certification:</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited university in Social Work, Sociology, Psychology, or related field (<i>Case management work experience may be substituted for a degree in an unrelated field</i>) <p>Experience:</p> <ul style="list-style-type: none"> • Three to five years experience in social, human, or family services • Three years experience with casework and supervision
Salary/Hours	Full-time \$56,966 - \$69,472 a year
City, State, Zip	Houston, TX 77022

Application Method	Apply on Indeed
Opening Date	Immediately

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