

Organization: **Youth & Family Services (YFS)**

Department: **Home-Based Head Start**

Position: **Family Development Specialist**

Status: **Full-Time**

Reports to: **Home-Based Head Start Area Coordinator**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

**Minimum Qualifications:** Bachelor's degree in education, human services, child development or related field. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Must meet Head Start Program Performance Standards. Respect and work with individuals from diverse and low-income backgrounds, serve as advocate and promote unique identity of each child/family and refrain from stereotyping on the basis of gender/race/ethnicity/culture/religion/disability. Must be able and willing to meet travel needs of position, including out-of-area and out-of-state. Good team work and networking skills. Must have knowledge and experience in child development and early childhood education; the fundamentals of child health, safety, and nutrition; adult learning principles / family dynamics / adult education. Current vehicle liability insurance and a valid driver's license required.

**Essential Functions:**

- Recruit eligible children/families residing in the service area to fill caseload and to establish waiting list.
- Provide weekly home visits, lasting at least 1-½ hours, with assigned families. Involve parents in planning and carrying out the home visit. Implement activities to enhance child development.
- Plan and conduct socializations that offer a variety of age-appropriate activities at least two times per month. Involve parents in planning and carrying out socializations.
- Maintain a functional up-to-date and accurate system of recording student and family progress to comply with required record keeping and reporting.
- Responsible for implementation of all applicable Head Start Performance Standards.
- Maintain a clean, safe, healthy, and organized environment for staff and families.
- Work with families to promote a smooth transition of children into and out of the Home-Based Head Start program.
- Assist in the completion of required developmental and health screenings within 45 days of enrollment.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.
- Advocate for children and their families.

**Additional Functions:** Work in conjunction with Family Services, Health and Education/Disabilities staff to help families establish and achieve individualized family goals and child goals. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Maintain confidentiality as it relates to information about children, families, and other staff members. Demonstrate a warm, accepting attitude toward Head Start families. Provide transportation for families when required and appropriate. Perform additional duties as

assigned by supervisor. Promote and support the entire YFS organization and encourage client use of other programs as appropriate. Manage budget for education supplies, nutrition and parent activity funds as assigned by the Program Director. Link families with appropriate community resource agencies and services. Encourage parents to attend Parent Association meetings, attend parent education sessions and parent meetings. Attend all staff meetings and trainings as requested by supervisor. Promote moderate to vigorous physical activity and promote healthy food choices.

**Environmental Functions:** Ability to lift up to 50 lbs. Flexible work schedule. Requires driving on rural roads in inclement weather. May be exposed to variety of potentially hazardous living and health conditions of enrolled families.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**