

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

Department: **Rapid City Head Start (RCHS)**

Position: **Family Service Specialist**

Status: **Full-Time**

Reports to: **Rapid City Head Start Director**

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! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** Bachelor's Degree in Human Services or closely related field; experience and/or training in human services 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. 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. Good team work and networking skills. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Current vehicle liability insurance and a valid driver's license required. Computer competency.

**Essential Functions:**

- Responsible for implementation of all applicable Head Start Performance Standards.
- Work with families to promote a smooth transition of children into and out of the Rapid City Prenatal to 5 Head Start program.
- Establish and maintain a positive and trusting relationship with children and their families. Support parents to become involved in the programs curriculum approach to child development, education, school readiness and family partnership agreements.
- Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.
- 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.
- Follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances. Provide crisis intervention to families in the areas of food, shelter, clothing, transportation, health, and mental health services.
- Encourage and empower parents to recognize themselves as the primary educator of their children by promoting parent involvement in all component areas. Advocate for parents and act as liaison between family and agency.
- Responsible for registration, recruitment and enrollment. Follow yearly updated recruitment plan. Responsible for maintaining a family caseload.
- Ensure parents receive community resource information through home visitation, training and written materials and assist families with accessing services.

- Assist with parent events along with parent education opportunities and maintain a record keeping system for parent involvement activities.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.
- Assist in completion of the Program Information Report (PIR).

**Additional Functions:** Attend and participate in staff meetings and trainings as requested by supervisor. Ensure documentation, referrals, staffings and family and child reviews are completed and followed-up on. Identify and support families who have needs in literacy and/or educational attainment. 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. Promote and support all YFS programs and services. Perform additional duties as assigned by supervisor. Maintain a clean, safe, healthy, and organized environment for staff and families. Encourage parents to attend Parent Association meetings and other center activities. Assume Coordinator responsibilities in their absence if assigned. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise.

**Environmental Functions:** Ability to lift up to 50 lbs. Flexible work schedule. 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!**