



mary crane CENTER

Job Announcement

Full Time - Family Worker

Position Summary:

The Family Worker carries out goals, policies and activities designed to meet the social service component performance standards as outlined in the Head Start Program management plans as overseen by the Site Director. Supportive services are provided to the site in the areas of mental health, social services, family involvement, special needs and community partnerships in accordance with the Head Start performance Standards and Chicago Early Learning Manual.

Duties and Responsibilities:

- Process family intakes, assisting parents in completing Head Start and childcare application and redeterminations for IDHS and DFSS.
- Coordinate parent meetings, workshops, committee meetings, and volunteer activities. Assist officers of parent committee, to implement Head Start programs for parent meetings.
- Serve as liaison between parents and Site Directors, relaying information to parents as appropriate.
- Build relationships with families and encourage parent participation.
- Strengthen families through the family partnership agreement process.
- Oversee the recruiting, training, and scheduling of parent volunteers.
- Keep other staff apprised of parent issues as appropriate, and assist staff in designing and implementing a comprehensive well-integrated plan for parent involvement that crosses all service areas.
- Assist parents in developing and scheduling their own social and developmental activities, encourage, and support parents in addressing community needs.
- Plan and implement family reviews.
- Recruitment plan and implementation.
- Other duties as assigned.

Requirements:

Bachelor is Degree (B.S.W.) in Social Work or Bachelor's Degree in a related field from an accredited college or university.

Benefits: Mary Crane Center offers its employees competitive Benefits.

How to Apply: Please forward resume to Beth Rivera brivera@marycrane.org or Fax 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website: www.marycrane.org