

FAMILY SERVICES LIAISON

DEFINITION: Under general supervision, performs work of moderate difficulty in encouraging and promoting family achievement of self-sufficiency by identifying the family's strengths, interest, needs and goals in accordance with mandated performance standards and regulations; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Collaborates, establishes and maintains partnerships with Head Start families in setting family goals, accessing community services and resources, and parent involvement in all areas of Head Start, including child development and education, health, nutrition, mental health education, community advocacy, transition practices and home visits; completes family needs assessments for enrolled children/families; monitors progress of child(ren) and family towards goals; creates and maintains child(ren) and family records; ensures strict confidentiality of records; reviews and analyzes assessment information using pre-established standards in accordance with Head Start Performance Standards to determine and identify needs; advises and provides recommendations to families, program staff and other service providers.

Serves as liaison between Head Start families and community resources; refers families to appropriate support services; provides opportunities for families to enhance skills and knowledge of parenting and child development, makes arrangements for child(ren) to meet medical/dental appointments and physical examinations, etc; assists parents in identifying, defining and developing health concepts through reinforcement activities with their child(ren); plans, nutrition, health and physical education activities; identifies, recruits and trains parents to volunteer in Head Start center; ensures quality, comprehensive, culturally and family-centered services are provided in compliance with Head Start Performance Standards; plans, organizes and facilitates group socialization; attends meetings and training.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start programs.

Knowledge of early childhood teaching methods and practices.

Knowledge of Navajo Culture and its influence on the daily lives of the child(ren) and family.

Knowledge of confidential record keeping and file maintenance methods and practices.

Knowledge of community resources.

Skill in planning and providing parental involvement information to families with children ages three to five years.

Skill in working with parents, grandparents, and volunteers in providing and meeting children's needs.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: An Associate's degree in Early Childhood Education, Elementary Education, Human Development/Services or related field; and four (4) years of experience in providing child care services or experience with Head Start or other programs providing outreach and/or direct

THE NAVAJO NATION

Class Code: 3652
Community Education and Counseling Series
Head Start Group
Overtime Code: Non-Exempt
Pay Grade: 60

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services to children and families; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must possess a current First Aide and Cardiopulmonary Resuscitation (CPR) Certificate and a valid state driver's license. Within 90 days of employment, must pass a background check and physical examination.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.