

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

**JUDY CENTER FAMILY SERVICE SPECIALIST**

**POSITION:** Judy Center Family Service Specialist

**REPORTS TO:** Executive Director of Supplemental School Programs

**LOCATION:** Various Sites

**NATURE OF WORK:**

The Family Service Specialist is responsible for partnering with Title I parent liaisons; case management, coordination of services, communication with families, home visits, tracking progress of clients, maintain documentation and ensuring the participation of all partners. The Family Service Specialist also has responsibility for the maintenance of data for evaluation purposes and tracking data documentation.

**ESSENTIAL FUNCTIONS:**

Ensure and document that family outreach is conducted: advise and assist families with access to services including monitoring and follow-up and coordinate and verify the collaboration of service partners.

**DUTIES AND RESPONSIBILITIES:**

- Perform family outreach by arranging for services, home visits, and follow-up;
- Advise families on services available to them through the Judy Center Program or community agencies and follow-up to ensure services are accessed;
- Ensure highly visibility, accessibility, and investment, on site daily;
- Develop strategies for increasing program visibility and expansion, including recruitment of families and new family service partners. Coordinate any service issues affecting the partners.
- Collaborate with the site coordinator, and partners for outreach activities;
- Maintain data base of all services provided and the key contact person compile and submit required reports to site coordinator;
- Plan and facilitate service coordination meetings among partners;
- Ensure that children's serious issues are brought to the attention of the site coordinator;
- Ensure appropriate coordination between families and service providers;
- Track home visits and telephone contacts, maintain written case management reports for Judy Center evaluation purposes, and provide information to the site coordinator;
- Maintain data base of all services provided and the key contact person compile and submit required reports to site coordinator;
- Plan, implement, attend various activities and events and document Judy Center family attendance;
- Obtain and distribute brochures of interest to parents, i.e. child care, health issues, developmental stages, etc.;
- Make recommendations and referrals to families regarding dual enrollment;
- Participate in IFSP, IEP Meetings and coordinate with IEP Chairpersons;
- Regularly attend and actively participate in regularly scheduled meetings between the Judy Center and Head Start;
- Attend statewide Judy Center meetings. Attend tri-county planning meetings, including Southern Maryland Child Care Resource Center and Head Start;
- Collaborate with site coordinator with presentations on the Judy Center for organizations, agencies, and conferences;

- Attend Hoyer Center events including periodic evening workshops and events; and
- Perform other duties as assigned.

#### QUALIFICATIONS:

- High School Diploma; additional course work or degree preferred;
- Excellent organizational and record keeping skills;
- Experience and effective management in coordinating services and collaborating with multiple agencies and service providers;
- Demonstrated ability to relate positively to colleagues, children, and families to establish and maintain trusting relationships;
- Demonstrated ability to maintain effective working relations with office staff, other school employees, officials, agencies, organizations, and the public;
- Preferred experience in working with families and/or parent training;
- Thorough working knowledge of current technology to include critical programs, data base, record keeping, office equipment, and software;
- Ability to work independently without supervision and to follow-up and follow through with tasks;
- Ability to maintain sensitive and confidential records, and prepare reports from such records;
- Ability to work under pressure and make decisions, in accordance with laws, ordinances, regulations, and established procedures;
- Ability to communicate effectively, both orally and in writing;
- Possess experience in Early Childhood Education or a related field; and
- Demonstrated knowledge of early childhood development and appropriate curriculum for children birth through age five.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 20.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP