

Highland County Community Action Organization, Inc.

**EARLY HEAD START
FAMILY SERVICE WORKER**

This position will be responsible for coordination of information and collaboration among staff and community partners. This person is responsible for organizing trainings for parents, follow-up for goals and referrals for families.

The EHS Family Service Worker will assist teachers in working with families to complete the FPA (Family Partnership Agreements) to set family and child goals and to assist families through referrals and information to reach these goals. This person will assist in obtaining the required paperwork needed for the child and family tracking system along with entering information concerning children and families in the child tracking system. This person will support teachers in ensuring the timely completion of all required health needs and appropriate follow-up as defined in the Performance Standards.

We are seeking individuals who desire to be a part of a team that delivers high quality services with compassion and understanding to individuals and families of Highland County of all socioeconomic backgrounds. This position will be in the classroom for a minimum of 3.5 hours a day and requires the ability to stoop, bend, and push, as well as lift up to 40 pounds. Must have a minimum of a CDA in education or an associate's degree in social work. Experience in social services or early childhood education preferred. Further training will be required.

Interested persons may obtain a full job description and complete an application or mail a resume to Highland County Community Action Organization, Inc., 1487 North High Street, Suite 500, Hillsboro, Ohio 45133. Job posting will remain open until filled.

HCCAO, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.