



Position Available:

Wyoming Child & Family Development, Inc. – Lincoln Infant Toddler Center is accepting applications for a position as a **Family Advocate/Center Technician** for 35 hrs./wk. 238 days/yr. Preferred Associates degree in social work or a related field. For application/information: www.wyomingchild.org, 307-534-4720. All applications must be received by closing date: 8/10/2018. **“This institution is an equal opportunity provider”**

WYOMING CHILD AND FAMILY DEVELOPMENT, INC.

TITLE OF POSITION: FAMILY ADVOCATE

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY: Responsible for the recruitment and enrollment of children in the Early Childhood Center. Responsible for identifying the needs of the child and his/her family. With the assistance of other staff members, takes appropriate action to meet those needs and furnish appropriate referrals and follow-up. Promotes Parent, Family and Community Engagement activities in the center, community and in the child’s home. Responsible for individual assistance to children and families in the areas of child development, health, nutrition, and school readiness.

MINIMUM QUALIFICATIONS:

- Prefer an Associates or Baccalaureate in social work, human services, family services, counseling, or a related field. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- Staff who work directly with families on the family partnership process must have within 18 months of hire, **at a minimum**, a credential or certification in social work, human services, family services, counseling or a related field.
- Ability to identify and understand the needs of others.
- Must be able to interact with and engage children and adults.
- Must be able to have or to gain knowledge of available services in their community as well as be able to provide families with appropriate information and/or referrals to address the family’s strengths, needs and/or challenges.
- Must be able to develop positive collaboration or working relationships with other staff, professionals and agencies in the community.

- Must be able to effectively engage a variety of families, to include, but not limited to, fathers, partners, grandparents, and significant others in all aspects of their child's education.

ESSENTIAL FUNCTIONS:

1. Recruits children for the program within the guidelines established by the Department of Health and Human Services and Wyoming Child and Family Development, Inc.
2. Visits each child's family in the program a minimum of four times a year, of which two will be scheduled in the child's home. The Family Services Assistant must work closely with the parents in order to jointly identify individual family needs and help to identify solutions to meet the needs and follow-up, as appropriate.
3. Assists parents in finding the available resources they need. Visits to community agencies, to establish and maintain contact, are required.
4. Responsible for establishing and securely maintaining child and family information/records in ChildPlus, and in paper files, as appropriate. Must ensure all necessary data is obtained from families and accurately entered into ChildPlus. If information is incomplete or missing, must contact parents or guardians for completion or to provide additional information. Must keep all family and child data current in the ChildPlus system, including Family Partnership Goals and Outcomes, child health and screening information, notes regarding contact, etc. Documents, such as Enrollment Paperwork and Inkind, must be kept in files and maintained on a consistent basis.
5. May assist and attend Health Services Advisory Committee and Human Resource meetings.
6. Organizes and helps to facilitate Family Engagement Activities and parent meetings, including trainings, with input from parents. Actively encourages families and community members to volunteer and be engaged in children's education.
7. Ensures that screening has been completed on all children, including hearing, vision, and development, and keeps up-to-date and accurate individual health records on all enrolled children in ChildPlus, within the allotted time frame as stated in the Head Start Program Performance Standards.
8. Works with educational staff to inform parents of any medical or oral health needs or problems of their child, makes referrals for medical and oral health care, and assists with follow-up.
9. Informs other staff member of health and/or social service needs for the child or family.
10. Assists the family in securing a medical and/or oral health home, helps make appointments and arranges transportation, as needed. Assists families with obtaining health insurance. When necessary, transports children and families to appointments with approval of the Center Coordinator.
11. Assists with monthly screenings at the center and within the community, as needed.
12. Performs other duties as assigned by the Board or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START PROGRAM PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS, AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD, INCLUDING PROGRAM GUIDANCE CONTAINED IN THE MASTER MANUAL.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.

- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time, including computer work, email, etc.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process in-person and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff requirements:
 - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
 - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or a potential accident while driving.
 - c. Able to read gauges on dash of bus and recognize indicator of problems.
 - d. Able to tolerate possible gas and diesel fumes.
 - e. Able to tolerate dust and gravel.

TITLE OF POSITION: CENTER TECHNICIAN

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY: Performs secretarial and typing/word processing tasks, as assigned, for the smooth operation of the Center. Answers the phone and greets children, families, and community members in a professional and welcoming manner. The Center Technician is also responsible for maintaining an adequate supply of forms, office supplies, and equipment on hand and their maintenance.

MINIMUM QUALIFICATIONS:

- High School Education, preferably with business emphasis.
- Must demonstrate an above average knowledge in secretarial/office procedures, business English, strong organizational skills and knowledge of office machines, their operation and maintenance.
- Must have the interpersonal skills necessary to work with diverse families, community groups and staff.
- Must be well organized and able to problem solve .

ESSENTIAL FUNCTIONS:

1. Serves as a receptionist and receives incoming telephone communication. Is responsible for seeing that all calls and visitors are referred to the appropriate person and all messages are delivered in a timely and correct manner.
2. Maintains accurate logs of all incoming and outgoing mail and its distribution.
3. Types and edits correspondence, reports, and forms as assigned.
4. Maintains an adequate supply of all forms used.

5. Maintains the center filing systems in an efficient and orderly manner. Keeps all filing up-to-date at all times.
6. Maintains petty cash records and receipts. Sends receipts to the Central Office as needed.
7. Enters child-tracking as assigned.
8. Assists center staff with copying and laminating as needed.
9. Checks and distributes E-mail messages daily.
10. Maintains the confidentiality of program children, families and staff.
11. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
12. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
13. Performs other duties as assigned by the Board of Directors or its designee.

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16. Must be able to work with families and children birth through age 5.
17. Must possess proper stress management techniques.
18. Must possess visual acuity and stamina to read technical material for extended periods of time.
19. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
20. Must be able to travel to site locations, meetings and trainings, both in and out of state.
21. Must be willing to drive in a variety of weather conditions.
22. Must be able to hear and process ordinary conversation and telephone conversation.
23. Must be able to communicate effectively with staff, children, families, and community.
24. Must be able to tolerate air-conditioned buildings and fluorescent lights.
25. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.

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