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Position Available:

Wyoming Child & Family Development, Inc. Lusk Center is accepting applications for a position as a **Family Advocate** for 20 hrs./wk. and/or a **Bus Driver** for 7.5 hrs./wk. (these two positions may be **separate or combined**) Preferred Associates degree in social work or a related field. CDL training is available. Closing date for applications: 9/22/17. For application/information: [www.wyomingchild.org](http://www.wyomingchild.org), 307-334-2252. **“This institution is an equal opportunity provider”**

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.

## **JOB DESCRIPTION**

**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.

## **JOB DESCRIPTION**

**TITLE OF POSITION:** BUS DRIVER

**SUPERVISED BY:** Center Coordinator

**GENERAL RESPONSIBILITY:** To safely transport children and families to and from the center and bus maintenance.

### **MINIMUM QUALIFICATIONS:**

- Must be twenty-one (21) years of age, possess a good driving record with a valid Wyoming Driver's License and have liability insurance as required by Wyoming State Law.
- Will be required to obtain a Class C Commercial Driver's License with "S" and "P" endorsements.
- Must be able to work well with birth to six-year-old children, and adults, including those from low income families and with special needs.
- Must have the interpersonal skills to work with diverse families and staff.
- Must have an employment physical and TB test prior to work with children.
- Must complete AHA CPR and First Aid training within 90 days, unless otherwise specified by the supervisor.
- Drivers are subject to random drug testing and alcohol testing during employment.
- Wyoming Child and Family Development, Inc. require all prospective employees to participate in a criminal background check, including fingerprinting and central registry.
- Must be able to perform the essential functions of the position as described in the job description without presenting a danger to self or others with or without reasonable accommodations.

### **ESSENTIAL FUNCTIONS:**

1. Coordinates with the center coordinator all transportation needs for the day.
2. Picks up the children and/or families at their homes or at approved bus stops and transports them safely to the center.
3. Observes all traffic laws and safety requirements, including pre-trip inspections.
4. Returns the children and/or families safely home or to approved bus stop.
5. Organizes bus routes and manages time efficiently.
6. Provides for regular maintenance and upkeep on the bus or any other Wyoming Child and Family Development Inc. vehicle assigned to your center. This includes, but is not limited to regular service appointments, annual vehicle safety inspection, cleaning, tire rotation, repairs and licensing.
7. Maintains required paperwork for the bus including the miles and operating expense log, receipts, maintenance records, etc.
8. Provides emergency care to children and families as appropriate.
9. Ensures the safety of all enrolled children and families while participating in Wyoming Child and Family Development Inc. programs.
10. Ensures all children in Wyoming Child and Family Development are accounted for and reach their destination safely.
11. Permits no alcohol or illegal drugs in vehicles; permits no one in vehicle known to have alcohol or illegal drugs in their system.
12. Permits no dangerous or potentially dangerous items on the bus such as guns, knives, etc.
13. Ensures that there is a responsible adult (parent, guardian or designee) at the stop before leaving child.
14. Maintains order on the bus using positive guidance techniques.
15. Ensures that all children and adults are buckled in seat belts or child restraints.
16. Provides messages to the parents from the center staff as required on the route and from the parents to the center staff as well.
17. Promotes positive public relations within the work setting and in the community.
18. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
19. Performs other duties as assigned by the Board or its designee

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

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

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.
26. Must have upper body strength to lift and carry the equivalent of 50 pounds.
27. Must be able to assist a child to safety in case of an emergency.
28. Must be able to work in a flexible daily routine and change as required.
29. Must be able to work in a variety of temperatures, including hot and cold weather.
30. Transportation staff must:
  - f. Be able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
  - g. Have the ability to recognize mechanical problems that would require stopping of bus to prevent damage or a potential accident while driving.
  - h. Be able to read gauges on dash of bus and recognize indicator of problems.
  - i. Be able to tolerate possible gas and diesel fumes.
  - j. Be able to tolerate dust and gravel.