



Wateree Community Actions, Inc.

Job Announcement

Family Service Worker

Wateree Community Actions, Inc. (WCAI) is seeking highly qualified Family Service Workers to join our Head Start team. WCAI is a private, non-profit 501 (c) (3) corporation that has been providing high quality, comprehensive Head Start Services within Clarendon, Lee, Kershaw, and Sumter counties for nearly 50 years. We currently have six Family Service Worker positions in the Kershaw, and Sumter Head Start centers ready to be filled for the August 2017 school year. Wateree has 10 Head Start centers, all of which are NAEYC accredited. We are a leader within our industry and we strive for excellence.

Competitive wages and benefits including affordable medical, dental and vision insurance coverage, 100% company-paid life insurance, 403b with a company match, paid time off and paid holidays. Join our team!

Reports to:	Family Service Manager
Classification:	Non-Exempt
Department/Site:	Head Start

Major Functions:

Under the direct supervision of the Family Service Manager, this person will ensure that program requirements and goals are met and that exceptional services are provided to the families of our Head Start children.

Essential Functions:

- Serves as the liaison and advocate for the families by giving them knowledge and information about the various community resources that can assist with the needs of children and their families
- Create and maintain family service files in accordance with programmatic guidelines; to include Health and Parent Involvement
- Facilitate monthly parent meetings
- Assist with reporting requirements

Knowledge and Abilities:

- Effective interpersonal and oral communication skills
- Ability to use abstract reasoning, problem solving, planning, and analytical skills
- Ability to work well with young children and adults from various socio-economic and ethnic backgrounds, and provide guidance to foster their development
- Prepare clear, concise, complete, and comprehensive reports in Child Plus Software

Education and Experience:

- Associate's Degree in Social Work, Social Services, Human Services or Family Service Development Credentials within 6 months of hire
- High School Diploma and 2 years work related experience
- Bi-lingual candidates preferred (Spanish & English)

Other Requirements:

- Must have a current physical exam and TB screening, and submit to each every two years
- Must have a current first aid certificate and CPR training
- Must successfully pass a SLED/FBI background check
- Ability to respond positively to Child Abuse/Neglect clearance check and criminal records check

Physical Demands:

Lift up to 15lbs. occasionally

Stand, sit, and walk, on regular basis

To Apply

Please go to our website at <https://www.wcai.org/> to retrieve the application. Click on our About Us section then click on join our staff to get to the application. Once the application is complete it can be e-mailed to dreddish@wcai.org.

Wateree Community Actions, Inc. is an equal opportunity employer, and does not discriminate based on a person's race, color, religion, disability, age, sex, veteran status, genetic information, national origin or any protected category.