



Job Title: Family Support and Outreach Worker
Reports to: PKZ Baby Institute Manager
Supervises: None
FLSA Status: () exempt (X) nonexempt () full-time (x) part-time () other
Hourly Rate: \$15.00 per hour

Position Summary:

To work within the Parramore Kidz Zone to enhance the early learning of young children from infancy to 5 years old in the Parramore Heritage community for school readiness, while assisting parents in becoming their child's first teacher and to ensure that PKZ Baby Institute targets are met. To improve outcomes for all young children and reducing the inequalities between the most disadvantaged children and the rest.

Essential Job Functions

- To undertake outreach work, with parents in the home and the community, to introduce them to and raise awareness of the services provided by the PKZ Baby Institute.
- To provide information about other services available to support families in the PKZ Baby Institute area and assist parents /guardians in accessing them.
- To take the lead responsibility, as directed, to implement aspects of the delivery plan.
- To act as ambassador for the PKZ Baby Institute promoting its ethos and philosophy and strengthening existing links with the community.
- To work with colleagues to ensure parents and the wider community are actively engaged in the development of the PKZ Baby Institute.
- To work in a non-discriminatory, culturally sensitive manner, which encourages all parents to access PKZ Baby Institute services?
- To develop and support a secure, caring, non-judgmental environment, establishing effective relationships with parents to enable them to develop to their maximum potential.
- To ensure that accurate and up to date records are kept.
- To provide advice to colleagues and team members using knowledge and skills acquired during a substantial period of experience working parents.
- To facilitate appropriate information sharing between families, staff and other relevant agencies, at the same time as taking care to work within the correct legislative and information sharing framework.
- To contribute to the monitoring and evaluation of the Children's Centre services, collating data and statistics as required.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Minimum Qualifications:

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
- Ability to establish and maintain effective working relationships with employees and tactfully communicate potentially sensitive information.
- Must possess valid Florida ID or driver's license and access to a reliable transportation to and from work.
- Must pass background screening and drug test.

- Must be available to work flexible schedule on Saturdays, or evening meetings.
 - Must demonstrate the ability to
 - Follow policies, procedures, standards and rules.
 - Apply technical information, and keep accurate records.
 - Must demonstrate **strong** skills in
 - Organization and effective records management practices.
 - Attention to detail
 - Problem-solving techniques.
 - Professional appearance and presentation.
 - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
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Education & Experience

- High School diploma.
 - Certificate or Associate Degree in Human Services, Early Childhood or Social Services.
 - Minimum of 2 years of experience working with children under 5 years of age and their families.
 - Experience of working in a context which included outreach work and home visiting.
 - Experience of multi-agency working.
 - Experience and understanding of the issues of working in an area of disadvantage, specific experience working in Parramore neighborhood preferred
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I have read and understand the contents of this job description. I understand that this is a general description of my responsibilities and may not include other duties that may be assigned as necessary. ELCOC reserves the right to change or amend this job description.

Approved: _____ Date: _____

Supervisor: _____ Date: _____

Employee: _____ Date: _____