

**Family Services Coordinator (Social Work Assistant 2)  
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=254178>

Downloaded On: Mar. 14, 2025 1:26pm

Posted Mar. 6, 2025, set to expire Mar. 16, 2025

<b>Job Title</b>	Family Services Coordinator (Social Work Assistant 2)
<b>Department</b>	Staff
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Mar. 6, 2025
<b>Application Deadline</b>	03/16/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Counseling Services Student Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6056160">https://apptrkr.com/6056160</a>

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**Job Description**

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**Family Services Coordinator (Social Work Assistant 2)**

**Community Colleges of Spokane**

**Location:**HS Northeast Community Ctr Spokane

**Department:**



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District HS/EHS/ECEAP Admin.

**Salary Range: \$4,093 - \$5,241**

**Starting salary for this position is: \$4,093 (Monthly)**

**This Head Start position will receive salary step advancement after 12 months and every 12 months thereafter until the top of the salary range is reached. Each salary step advancement will be approximately a 5% increase in salary.**

### **About Us**

Community Colleges of Spokane (CCS) operates more than 30 Head Start/ECEAP/Early Head Start centers in Spokane County, providing care and support for more than 1,600 children and their families. We began providing this service in 1973 and have been growing and adapting to meet community needs ever since.

We offer safe and secure environments that nurture child growth and development and provide learning opportunities for children to enhance their skills and abilities for school success.

We are dedicated to working with low-income families so they can find support and success in getting their children off to a great beginning. Our parents and families are involved in developing the policies and goals of each center and are encouraged to be engaged.

We also operate centers on the campus of Spokane Falls Community College and Spokane Community College to serve eligible students while they attend college.

**Applications will be accepted until 4:00 p.m. PST on 03/16/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.**

### **About the Family Services Coordinator (Social Work Assistant 2)**

### **JOB SUMMARY**

## Family Services Coordinator (Social Work Assistant 2) Community Colleges of Spokane

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Under general supervision of the Center Manager, the Family Services Coordinator (FSC) is responsible at the site level for the implementation and continuation of family support services defined by the Head Start/Early Head Start Performance Standards and applicable state and local laws and regulations. This position will recruit and enroll children, develop family relationships, identify and assess needs, and coordinate plans of action for an assigned caseload. The FSC will utilize social service skills to educate and assist families in supporting educational, personal, social, health and vocational concerns/goals.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Recruit, determine Head Start eligibility, register and enroll children. Once enrolled, provide comprehensive children/family social services for an assigned caseload e.g., health (medical and dental); mental health; nutrition; and disability education, resources, and referrals ensuring Head Start performance standards are maintained. \*
- Establish and manage thorough and current confidential hardcopy and electronic files for children and family documentation/information. Compile data for program reports. \*
- Conduct health screens for vision, hearing, height, weight, and head circumference (as required); assist families in obtaining well-child exams, dental exams, hematocrits, immunizations; and monitor treatment status in collaboration with community health professionals. \*
- Orient families to program services and work with the direct service team to provide services for children and families; assess, develop, and coordinate Family Strengths and Partnership Agreements (FSPA)/family goals, identified parent education/interests, food allergy information, disability support services, transition plans into kindergarten, and other resources in HS/EHS component areas. \*
- Arrange, coordinate, and conduct home visit(s) for children/families in collaboration with the direct service team. \*
- Stay informed with program changes by attending all necessary trainings, meetings, and reviewing program updates. \*
- Represent and promote HS/EHS at events and committees as assigned.
- May direct the work of community and parent volunteers and practicum students.
- Assist in classrooms for absent staff and/or break coverage when requested.
- May assist in promoting and protecting children's health by adhering to Individual Health Plans (IHP) and special diet needs. Attend to children's personal needs and use routine care as a component of primary caregiving.
- Model professional decorum and mutual respect in all personal interactions. \*
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. \*
- Support and advance Spokane Colleges' strategic plan, and perform related duties as required. \*

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*\*Indicates this is an essential duty.*

### COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

### MINIMUM QUALIFICATIONS

- Associate of Social Work, Human Services, Family Services, Counseling or a related field from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Knowledge of early childhood education theory and practices, including child development, developmentally appropriate practices, observation and ongoing assessment, individualizing, planning, special services, and referrals.
- Knowledge of health and social service delivery systems within the community.
- Ability to calculate immunization schedules and conduct health screens with children ages one month to five years of age.
- Ability to communicate effectively in writing and verbally.
- Ability to understand and utilize data in decision-making and program implementation.
- Ability to maintain accurate and thorough electronic and manual files and records.
- Ability to use computer programs related to an office environment.
- Ability to direct the work of others.

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- Ability to work on and pivot between multiple tasks and work in a fast-paced environment.
- Ability to work as a member of a team.

### DESIRED QUALIFICATIONS

- Two or more years related experience.
- Work experience in the health or social work fields working with children ages one month to five years and their families.
- Experience in working with low-income families from a variety of cultural groups, especially English as a Second Language (ESL).
- Experience or knowledge of community health and social service providers.
- Knowledge/Experience with ChildPlus database.

### PHYSICAL REQUIREMENTS

- Work is equally performed in indoor temperature-controlled office environments, and outdoor uncontrolled elements.
- Work is active in nature.
- Frequent oral and auditory communication with others.
- Frequent kneeling, stooping, crouching, crawling, climbing and twisting.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.
- Requires communication ability necessary to understand instructions and recognize hazardous, unsafe or poisonous materials and/or products.
- Occasional exposure to fumes, dust, odors and/or biohazards.

### CONDITIONS OF EMPLOYMENT

- Cyclic schedule (less than 12-months/40-hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Post-Offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-Employment Post offer Criminal history/child abuse information check including Washington State Department of Children, Youth and Families Portable Background Check prior to employment.
- First aid/CPR certification (or ability to obtain when training offered by Spokane Colleges).

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- Valid Food Workers Card (as available through Washington State Department of Health).
- May require local or regional travel.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

*Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.*

*Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.*

### **Benefits Information**

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

### **Required Application Materials**

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.

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- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at [CCS.Recruiter@ccs.spokane.edu](mailto:CCS.Recruiter@ccs.spokane.edu).

### Equal Opportunity Institution

*Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.*

*Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:*

*Fred Davis | Chief Human Resources Officer*

*Spokane Colleges*

*P.O. Box 6000, MS1004*

*Spokane, WA. 99217-6000*

*509-434-5040*

**To apply, please visit: <https://careers.ccs.spokane.edu/jobs/family-services-coordinator-social-work-assistant-2-spokane-washington-united-states-490202fe-96a8-4cf1-8d44-db25ff237f1b>**

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact



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Staff

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