

Educational Service Center of Eastern Ohio  
***Employee Position Description & Responsibilities***

|                          |  |
|--------------------------|--|
| <b>Position Title:</b>   | <b>Family Support Specialist</b>   |
| <b>Category:</b>         | Classified; Bargaining Unit eligible; FLSA applies.  |
| <b>Contract:</b>         | Initial one year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA, O.R.C., and/or Board Policy and Ohio Department of Health (ODH) Rules.   |
| <b>Compensation:</b>     | Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.   |
| <b>Education/Degree:</b> | High school diploma. Associate's degree in Early Childhood Education and/or Social Service is preferred.   |
| <b>Reports to:</b>       | Supervisor, Home Visiting Services   |
| <b>Supervises:</b>       | N/A  |
| <b>Job Goal:</b>         | To complete home visits with families, at their homes and other locations that are in the Home Visiting program following the Home Visiting Model used by the ESCEO.   |
| <b>Qualifications:</b>   | <p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none"><li>• Eligible for ODH Home Visitor credential.</li><li>• Two years of experience working with children and/or families.</li><li>• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.</li><li>• Exceptional organizational and communication skills.</li><li>• Alternatives to the above as approved by the Governing Board.</li></ul> |

**PERFORMANCE RESPONSIBILITIES:**

1. Adhere to all ODH Home Visiting program rules.
2. Comply with ODH credentialing process and maintain credentials without lapse.
3. Attend required training as identified by ESCEO and ODH Rules.
4. Adhere to the ODH prescribed Home Visiting schedule.
5. Conduct ODH prescribed home visits that are culturally sensitive and respectful to families.
6. Facilitate attainment of child/family goals as identified in the family plan and the transition of the child to a development-enhancing program by age three.
7. Assist with the recruitment and enrollment of children/families and collect and maintain current, accurate billing data and documentation including but not limited to, family plans, family goals, case contacts, screenings, and referrals.
8. Enter all required data into ODH provided data system(s) in accordance with ODH regulations (3701-8-07).
9. Conduct developmental screening, parent and family assessment, and implement ESCEO Infant Toddler approved curriculum.
10. A minimum of two (2) completed home visits per work day as directed by your supervisor.
11. Network with community service providers to ensure appropriate resources and referrals.
12. Participate in community outreach services.

Educational Service Center of Eastern Ohio  
***Employee Position Description & Responsibilities***

13. Participate in staff meetings and supervision.
14. Establish rapport to maintain positive working relationships with families and the community.
15. Any other duties assigned by the Superintendent.

**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of the ESCEO and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job-related discussions and communications.

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a valid Ohio driver's license and properly insured reliable transportation.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communiques.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

**WORKING CONDITIONS:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Educational Service Center of Eastern Ohio  
***Employee Position Description & Responsibilities***

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).*

*The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

**I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

Signed, \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_