



RENU HOPE FOUNDATION

JOB ANNOUNCEMENT: FAMILY SUPPORT SERVICES FULL TIME

OPEN: UNTIL FILLED

Renu Hope Foundation is seeking a qualified candidate for the position of Family Support Services Worker. Under the leadership of Family Services Coordinator and Director, the **Family Support Services Staff** will be responsible for implementing the Family and Community Services of the agency to ensure adherence with the California Department of Education, Code of Federal Regulations, Title 5 Funding Terms and Conditions (FTC); Program Requirements for General Center Based Child Care (CCTR); Center Based Migrant Child Care (CMIG); State Preschool (CSPP); Child and Adult Care Food Program (CACFP) and Renu Hope Foundation Policies and Procedures as specified for Eligibility Certification and Family Data File Documentation; Admission Policies and Procedures; Family Fees; Due Process Requirements and Information to Share With The Parents.

The essential responsibilities of the **Family Support Services Staff** include: on going recruitment, enrollment and timely replacement of eligible children according to Renu Hope Foundation timelines to ensure each assigned center reaches 100% enrollment and maintains 95% average daily attendance; daily monitoring and tracking of children attendance and meal count records; daily entry of child/family data within agency adopted automated record keeping system; and working directly with collaborative partners to ensure families qualify for services under multiple funding sources

DUTIES/RESPONSIBILITIES: The responsibilities of the **Family Support Services Staff** include the following duties:

- Work in conjunction with child care partners to review the eligibility of families for services ensuring families meet the criteria set forth by all funding sources for family need and eligibility for services.
- Coordinate and participate in recruitment related activities to ensure full enrollment as per contract funding award (i.e. Community Functions, Door-door recruitment, business visitation, advertisement placement).
- Complete ongoing enrollment of families to ensure assigned site has reached 100% enrollment.
- On a weekly basis maintain system for tracking enrollment, transitioning of children, and recertification of families.
- Ensure for re-certification of assigned families eligibility within specified timeline.
- Establish Family Fee File for Business Staff certification prior to completion of Notice of Action Services Notification.
- Ensure each family is afforded due process by completion Notice of Action prior to service changes (i.e. Change in Services or Termination). Updating family file within automated record keeping system within specified timeline
- Maintaining and updating Family Files (hard copy and electronic data); Submit family related reports on a monthly basis.

SALARY & BENEFITS: The Family Support Services Staff is compensated based on the Adopted Salary Schedule approved by the Directors. Health, Dental, Vision and Life Insurance is offered to the employee after 30 days of employment, 100% of employee only benefits paid by Renu Hope Foundation.

SUBMISSION OF APPLICATION

Applicants are asked to download the Renu Hope Foundation Application which can be located on our website at www.renuhope.org. Please submit application and resume to hr_staff@renuhope.org. If you have any questions regarding the position, please contact Human Resources at hr_staff@renuhope.org

Renu Hope Foundation is an Equal Opportunity Employer: We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.