



Human Resources Office

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www.hcps.org

August 26, 2021

AN EQUAL OPPORTUNITY

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

JUDY CENTER FAMILY SERVICES WORKER – 12 MONTH Hall's Cross Roads Elementary School

Responsible for all areas related to Judith P. Hoyer Early Child Care and Education Center (Judy Center) case management, outreach initiatives, and the maintenance and evaluation of data for Harford County Public Schools and the Maryland State Department of Education (MSDE).

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Oversees the intake of referrals from Judy Center Partnerships and childcare centers.
- Provides overall case management for children/families; coordinates services, conducts home visits, attends IEP/SST meetings, maintains telephone logs that document contact with families, and maintains written case management reports and file logs.
- Recruits participants and families who have children birth through prekindergarten that are eligible for the program.
- Performs family outreach by pursuing families, following up on leads, etc. Advises families of available services and coordinates services as needed.
- Responsible for the maintenance and evaluation of data for Harford County Public Schools and the Maryland State Department of Education (MSDE).
- Updates, tracks, and maintains the program database; responsible for the following MSDE evaluation components:
 - Component II, Provision for Breakfast/Lunch:
 - including the identification of children participating in the meals programs.
 - Component III, Family Case Management:
 - including family intake, referrals, and intervention.
 - Component V, Family Support Services:
 - including the coordination of services with partners and monitoring of the effectiveness of the various programs.
- Recommends and connects families with resources and wrap around services as appropriate.
- Completes and submits Medial Assistance paperwork associated with the provision of service coordination for children and families participating in the Judy Center Program.
- Develops partnerships with community organizations to support and enrich the experiences for children and families participating in the Judy Center program.
- Monitors community and Head Start outreach initiatives for children from birth to age three.
- Utilizes a database, tracks children/adults receiving case management services and those who participate in events for evaluation purposes and provides this information to the Judy Center Program Manager.
- Maintains the confidentiality of sensitive information and prepares reports using such information as needed.
- Ensures appropriate coordination between families interested in enrolling in multiple programs, e.g., child care, Head Start, Pre-K/kindergarten, and school.
- Assists families with the Child Care Subsidy (child care voucher) application process and all other available services.

- Plans and coordinates Family Nights, Parenting Seminars, Neighborhood Festivals and activities to increase academic growth and school readiness for young children in the school catchment area. For evaluation purposes, maintains record of families who attend events.
- Contacts families to remind them of scheduled events and to encourage participation to increase family involvement.
- Attends monthly Steering Committee meetings, quarterly state-wide Judy Center meetings, and annual leadership meetings with the Program Manager.
- Provides important information related to medical concerns to the Steering Committee and partnerships with health services.
- Participates as a member of the Family Outreach subcommittee.
- Coordinates monthly service coordination meetings to ensure: wrap around services are being provided, no duplication of services are occurring, records/tracks referrals while assigning staff and community partners for service and follow up.
- Collaborates with Head Start, local behavior specialists, teachers, and families.
- Provides the Program Manager with a bi-weekly case management status update.
- Participates in continuous professional development to expand skills and knowledge of young children.
- Performs other work-related duties as assigned.

SALARY

Starting Salary for HCEA-ESP Clerical Employees (\$43,727)

REQUIREMENTS

- Associate degree from an accredited college or university in education, social work, or a related field. Demonstrated knowledge in and experience working with children and families.
- Knowledgeable of and able to work in partnership with community agencies and programs outside of HCPS. Demonstrated knowledge of and ability to work with students of varying ethnic and socioeconomic backgrounds.
- Able to work independently and make decisions as appropriate.
- Able to make decisions in accordance with ordinances, laws, regulations, and established procedures for a model program.
- Available to work flexible hours that will include evening meetings, events, and/or work sessions both in and out of the county.
- Proficient in the use of Microsoft Office Suite software and other computer related technology.
- Excellent interpersonal and oral/written communication skills.
- Excellent planning, organizational, and presentation skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until **September 3, 2021**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE