

**GRINNELL CORPS – GRINNELL FELLOWSHIP
MID-IOWA COMMUNITY ACTION (MICA)
JOB DESCRIPTION**

JOB TITLE: FAMILY DEVELOPMENT TRAINEE

JOB DUTIES:

1. With direct support, supervision, guidance and training, maintains Food Pantry operation on a daily basis. Provides food and other sustenance supplies to at-risk and low-income children and families in need. Position requires stocking shelves, preparing boxes of food for families, family file maintenance, basic computer data entry, rudimentary counseling, and telephone operation.
2. Operates office equipment, including telephone, faxes, copying machines, computers, etc.
3. With direct support, supervision, guidance and training from Lead Teacher, supervise children in Head Start setting.
4. Assist the Family Development Worker with processing of Low-Income Heating, Energy Assistance applications during the seven month fall, winter, and spring seasons. Direct verbal interaction with families in need.
5. Assist Family Development Specialists (i.e. FDS) with planning and implementing Family Activities for Early Head Start/Head Start in office, classroom and other community settings.
6. Assist FDS with family-related activities and events.
7. Attend team meetings as appropriate.
8. Attend parent education meetings/sessions as appropriate.
9. Attend community events as appropriate.
10. Attend collaboration and planning meetings with community partners.
11. With training, supervise children in other environments in the community and County.
12. Assist County Director, FDW and FDS as assigned.
13. Attend training sessions for programs and services.

RESPONSIBILITIES:

1. With assistance, responsible for maintaining food pantry operation.
2. With guidance, helping FDW (Family Development Worker) with processing low-income heating assistance program applications for all families.
3. With guidance and training, supervising children to ensure health, education and care is developmentally appropriate.
4. Responsible for ensuring his/her learning is empowering for self to serve at-risk, low-income families and for proper program implementation.
5. Responsible for ensuring the public is served with the philosophy that all persons are treated with dignity, empathy, and with a strength-based approach regardless of their circumstances and/or situation.
6. Attendance and successful completion of all training applicable to the position, including Mandatory Child Abuse Reporter, CPR/First Aid, Universal Precautions, classroom “best practices” training, Family Development training, which includes legal aid issues, mental health issues, Early Head Start/Head Start Performance Standards Institute, parenting, and others to be determined.

HELPFUL SKILLS:

1. Moderate level computer skills.
2. Spanish as second language skill. (Not absolutely necessary.)
3. Interpersonal skills. (These are most important.)
4. Dependability.
5. Punctuality.
6. Flexibility.
7. Empathy.
8. Attention to detail.
9. Recognition of confidentiality.

SELECTION CRITERIA:

1. Desire to help children and families with the greatest need.
2. Schedule flexibility. Most hours during the day. Infrequent hours in the early evening.
3. Prospective employee should meet with staff prior to accepting the position. An informal interview is suggested.
4. Criminal background check clearance, physical, TB testing.

SUPERVISION:

Direct, on-site, constant supervision and guidance is provided by the County Director, the Family Development Worker, the classroom teaching staff, and the Family Development Specialists. Supervision during training is provided by the trainer and other County staff attending the training.

OFFICE SPACE:

- Provided. Employees access the building 24-7 for work if necessary.
- Computer – provided within the office space. When not in office, computers are accessible.

VEHICLE:

The Family Development Center is in downtown Grinnell. The half-day Head Start classroom is located on the corner of East and 5th Streets, in central-central Grinnell. Transportation is provided to the Full-Day classroom by MICA employees. No vehicle necessary.

SUMMARY:

This position will develop and change with time as the student grows in knowledge and experience. The student will have the opportunity to learn how a Community Action resource center operates. Most of the duties and responsibilities will be in the Family Resource Center.