



## Family Services Worker – Ranges 2 and 3

**NOTE: Applicants who are on an existing Eligible List DO NOT need to apply again. You will be contacted regarding an Interview.**

We are looking for a Family Services Worker – Ranges 2 and 3 to provide support at a Head Start site.

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information visit us at [www.seta.net](http://www.seta.net).

**Position Summary:** Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

**Starting Salary:** Range 2 is \$16.46/hour and Range 3 is \$17.30/hour

### Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts and 457 plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement



## Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

### Range II:

- I. Previous experience in working with community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents; **AND**
- II. At least one (1) year similar work experience in the following: Responsible for carrying a caseload of 40-60 Head Start/EHS families. Responsible for data entering all fields for health events in child tracking/reporting system; maintaining state required documentation including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis; serve as an Agency representative for recruitment fairs and events that take place within the community; workshop facilitation; knowledge of funding terms and conditions for State funded programs;

### Range III:

- I. At least two (2) years' experience in carrying a caseload of up to 80 Head Start/EHS families. Ability to coordinate projects, services and activities and follow them through to conclusion; data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee; representing Head Start in the coordination of services with a variety of community partners; providing training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans; monitoring files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

**AND**

### Ranges II and III:

- II. An Associate's Degree in social work, human services, family services, counseling or a related field.  
**OR**  
A Family Development Credential.  
**OR**  
The ability to earn one of the above within 18 months of hire.

**Who May Apply:** This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion.

**How To Apply:** A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

**Upon job offer individuals will be required to complete a pre-employment health screening, TB test, background check, motor vehicle record check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).**

**Posting Date:** Thursday, August 15, 2019

**Final Filing Date:** Wednesday, August 28, 2019 by 5 p.m.

**SETA will not accept applications electronically submitted after the 5 p.m. deadline. SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.**