



Employment Opportunity
Butler County Educational Service Center
October 22, 2021

POSITION: Family Service Worker – Translation/Interpreting

DESCRIPTION: To assist all program areas of Head Start with translation/interpretation needs to ensure compliance with Head Start Performance Standards, BCESC policies and procedures and Ohio Preschool Program rules; and to facilitate the continued involvement of parents of Head Start children. To serve as a liaison between parents and staff; ensure that comprehensive services are provided for all children on caseload and to link families with the appropriate community social service/health service agency for direct services. To maintain the health and safety of children. To provide active supervision of students.

QUALIFICATIONS:

- Highly literate or fluent in both English and Spanish
- The ability to translate spoken word and written materials
- Associates or Bachelor's degree in Human Services Field or equivalent experience preferred.
- One (1) year prior social service experiences with families. Under graduate field practicum experience acceptable.
- Valid Ohio driver's license with good driving record and daily access to private insured vehicle during working hours.
- Willingness/ability to work as a team member.
- Computer expertise appropriate to the position.
- Good organizational skills.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- To serve as program support person for Spanish translation and interpretation.
- To ensure the provision of the required social, parent involvement and health services to enrolled children and their families.
- To support communication and facilitate follow up between staff and Spanish speaking parents in the areas of Health, Disabilities, Education, Eligibility and Family Engagement.
- To work as a team member
- To provide active supervision of students and follow all health and safety practices.
- To participate in staff meetings, trainings, and center team meetings.
- To assist in the facilitation of parent activities.
- To assist in involving the child and family in necessary social services involvement.

- To assist in compliance with Ohio Department of Education Preschool Licensure, Head Start Standards rules/regulations, policies and procedures.
- To represent the program throughout the community to advocate for new and/or improved services to families.
- To be a mandated reporter and report all suspected child abuse or neglect to Children Services and maintain safety of family and self.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan and organize own work to meet priorities with the use of time management and outlook calendar
- To meet deadlines (daily, weekly, monthly, quarterly, and yearly).
- To maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertains to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.
- Maintain good work attendance.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures; component plans; public relations; required reports; inventories; requisitions; ODE early childhood education standards; emergency preparedness drills.

Ability to: Interpret policies, procedures, and regulations; follow component plan; communicate effectively; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; lift a moderate amount of weight.

Skill in: Use of computer.

EQUIPMENT OPERATED:

Computer

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to severe weather, heat, communicable diseases, attends functions or performs duties outside normal working hours.

Constant: Exposure to heavy equipment, loud noise, blood, bodily fluids and tissue, irritating and hazardous chemicals, unruly children/adults, electrical hazards, and lift moderate amounts of weight up to 55 pounds.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Staff.

STARTING DATE: Immediately
SALARY: \$15.18 - \$23.44 per hour based upon education and experience
BENEFITS: Excellent benefit package offered to all full time employees
WORK YEAR: Full Time – 210 days
DEADLINE: 10/29/21 for internal candidates; all other applications will be received until position has been filled.
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Laura Theiss by the deadline.