

## **Judy Center, Family Service Worker**

**This is a *grant-funded* position starting on or about 1/2/25**

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Judy Center Program Manager and Early Childhood Programs Coordinator, the Judy Center Family Service Worker provides family service coordination for referrals, supports, and resources. The Judy Center Family Service Worker also maintains accurate and complete data records for reporting purposes. The employee assists with planning, implementing, monitoring, and hosting early childhood programs and services for children and families to address the component standards for the Judith P. Hoyer Early Learning Program. The Judy Center Family Service Worker works with families to establish goals and works with community partners to achieve these goals.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Supports the coordination of family service, conducts home visits, attends IEP/SST meetings, maintains telephone logs that document contact with families, and maintains written service coordination reports and file logs.
- Maintains the program database for Maryland State Department of Education grant evaluation components, as required by the Judith P. Hoyer Early Learning Program (i.e., Judy Center).
- Completes the intake of referrals from Judy Center Partnerships and childcare centers.
- Provides overall service coordination to include referrals to supports and resources for children/families;
- Provides the Program Manager with a bi-weekly service coordination status update.
- Utilizes a database, tracks children/adults receiving service coordination and those who participate in events for evaluation purposes and provides this information
- Performs family outreach by recruiting families who have children 0-5 that are eligible for the program, following up on leads, etc. and advises families of available services and coordinates services as needed.
- Recommends and connects families with resources and wrap around services and helps complete paperwork associated with the provision of service coordination for children and families participating in the Judy Center Program.
- Assists families interested in enrolling in multiple programs, e.g., childcare, Head Start, Pre-K/kindergarten, and school.
- Works with Judy Center staff to help plan and coordinate events such as Family Nights, Parent Workshops, Neighborhood Festivals and related activities to increase academic growth and school readiness for young children in the school catchment area.
- Attends site-based Steering Committee meetings, state-wide Judy Center meetings, and/or annual leadership meetings, as determined by the Program Manager.
- Attends service coordination meetings to ensure wrap around services are being provided and no duplication of services are occurring,

- Records/tracks referrals while assigning staff and community partners for service and follow up.
- Participates in continuous professional development to expand skills and knowledge related to working with families of young children.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

- Demonstrated knowledge of the Maryland Early Learning Standards.
- Demonstrated knowledge of skills and experience related to Early Childhood, including family engagement, community outreach, adult education and/or school readiness.
- Demonstrated experience and success as a member of a collaborative team responsible for planning and implementing educational programs.
- Demonstrated skills in effective human relations and in oral and written communications.
- Knowledge and experience of early childhood and adult education best practices and community outreach.
- Knowledge of school readiness measures.
- Experience in developing and providing staff, community, childcare, and/or parent training workshops.
- Ability to maintain confidentiality, poise, and sensitivity.
- Ability to work independently and demonstrate initiative in carrying out position duties and responsibilities.
- Computer proficiency including working knowledge of Google and/or Microsoft applications, and other related online tools.

### **MINIMUM QUALIFICATIONS**

**A combination of education and experience may be considered.**

#### **Education:**

Associate's degree, or higher, from an accredited college or university.

#### **Experience:**

- Five (5) years experience in early childhood, and/or family service.
- One (1) year of experience working with families of young children.
- One (1) year of work experience with computer technology to include Microsoft Office Suite (e.g., Outlook, Excel, Word, Access, PowerPoint, Teams) and Google Workspace (e.g., Drive, Docs, Sheets, Slides, Meet).

### **PREFERRED QUALIFICATIONS**

- Associate's degree, or higher, with coursework in Early Childhood, Human Development, Social Services, or related field.
- Experience within a PreK-12 setting.
- Effective bilingual communication skills (Spanish/English).
- Experience with the Judith P. Hoyer Early Learning Program or similar program experience (e.g. Head Start, Family Support Center, etc.).

### **SPECIAL REQUIREMENTS**

Ability to work some evenings and weekends. Flexible hours may be used.

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### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

### **EMPLOYMENT INFORMATION**

This is a 10-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. **This position is grant-funded through August 31, 2025.**

**Continuation of employment beyond that date will be contingent upon additional funding.** The current salary range for this position is Grade 20 on the 10-Month Technical Central Office and School Based salary scale, \$35,186 - \$80,697. Actual step placement will be in accordance with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

#### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and

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harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.