



## Family Services Worker III

The SACRAMENTO EMPLOYMENT AND 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 please visit us at [www.seta.net](http://www.seta.net).

**Program Summary:** Under the guidance of the Manager, The Program Support team oversees the countywide approach of engaging families in Head Start and Early Head Start. With oversight of the Eligibility, Recruitment, Selection, Enrollment and Attendance processes, the unit helps families navigate services. The Home Base programs supports parents as their child's first and most important teacher.

**Position Summary:** Under general supervision, the FSW III 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 to providing services to families.

**Starting Salary:** Range III starts at \$21.92/Hr. to \$27.98/Hr. and \$22.43/Hr. to \$28.63/Hr. w/Education Incentive (New employees typically are hired at the first step, Step A. SETA's pay scale consists of six steps, each step increase is on annual basis.)

### Benefits:

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| Medical Benefits (6 plans to choose from)                      | Pension (mandatory contribution required)      |
| Dental Benefits (100% Agency paid for family)                  | Retirement Health Savings Account and 457 Plan |
| Life Insurance (100% Agency paid for employee)                 | Optional Life Insurance                        |
| Vision Insurance   | Paid Holidays (13)                             |
| Modern Health – Employee Assistance Program                    | Paid Vacation                                  |
| Health Savings Account (HSA)                                   | Paid Sick Leave                                |
| Educational Reimbursement: up to \$1500 annually               | Paid Personal Time                             |
| Access to the Public Employee Student Loan Forgiveness Program | Paid Jury Duty                                 |
|  | Regional Transit Monthly Pass Reimbursement    |

## **Minimum Qualifications:**

### **EDUCATION:**

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:

- 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**

- 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 AND HOW TO APPLY: Copies of degrees, permits and credentials**

**must be attached to application.** Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application

[Click Here to Apply](#)

Upon job offer individuals will be required to complete a pre-employment health screening, TB test and background check. Upon job offer, individual will be required to complete a pre-employment Motor Vehicle Record check.

### **POSTING DATE: Continuous Filing**

SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.