



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.

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 support 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.

Position eligible to work remote: No

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:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Modern Health – Employee Assistance Program

Health Savings Account (HSA)

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Pension (mandatory contribution required)

Retirement Health Savings Account and 457 Plan

Optional Life Insurance

Paid Holidays (13)

Paid Vacation

Paid Sick Leave

Paid Personal Time

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: This is an Open examination.

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

Note: If you are currently on an active eligibility list you do not need to re-apply.

[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: Friday, June 5, 2026

FINAL FILING DATE: Thursday, June 18, 2026, 5 P.M.

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