

## CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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<b>Title: Parent Service Worker</b>	<b>Grade: 4</b>	
<b>Reports To: CDC Coordinator</b>	<b>FLSA Status: Non-Exempt</b>	
<b>Supervises:</b>	<b>Date Written:</b>	<b>Date Revised:</b>
	2005	9/28/2017

### POSITION SUMMARY

Provides a primary connection between families and the CDC through recruitment, eligibility, enrollment and maintaining active status of families to meet funding requirements.

### ESSENTIAL FUNCTIONS

1. Recruits and enrolls eligible children through determining parent income eligibility for funding sources, interviewing parents, collecting documents, calculating and collecting parent co-payment, and delivering the applications and other government required documents to DFSS.
2. Decides, under the supervision of the Coordinator, which class the enrolled children should go to, and informs both the teachers and parents.
3. Does re-determination for each family according to funding source requirements and contacts the parents if there is any problem.
4. Communicate with DFSS staff about family eligibility issues.
5. Maintains children's records as required by the government funding sources and keeps them up-to-date and follows up on findings.
6. Keeps two lists: a) a waiting list, b) a master list of all the children enrolled and terminated for record-keeping and alumni purposes. Input the information of all the children and their families into the DFSS and CASL clients' data base system.
7. Does all the necessary procedures when a child is sick, asks for vacation leave or wants to withdraw from the program.
8. Acts as a liaison between families and the CDC program, interpreting agency/CDC policies to families and providing parent input to the program.
9. Translates CDC recruitment materials, letters, notices and monthly calendars to the parents and keeps them on files.
10. Buzz the door open to ensure security of the program.

**OTHER FUNCTIONS**

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1. Increases professional knowledge through courses, staff meetings, in-service training, and conferences, accepts and uses supervision as part of one's professional growth.
2. Other duties as assigned.

**MINIMUM REQUIREMENTS**

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**Education/Experience:**

- Minimum AA degree in education, social services or related field.
- Minimum of two years' clerical working experiences, and/or experiences working with children and families.

**Skills/Knowledge:**

- Strong communication skills and knowledge in working with parents and children are required.
- Chinese/English bilingual required.
- Requires basic computer skills, e.g. word processing, Excel, internet, etc.
- Skills in typing Chinese are required.

**Physical Demands:**

**Environment and Scheduling**

- Generally works in an office setting. Occasionally may work in the classroom setting.
- Requires flexible hours to meet parents' needs during recruitment/enrollment periods

**EMPLOYER'S RIGHTS**

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This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.