

POSITION DESCRIPTION**JOB TITLE:** Family Advocate**SALARY RANGE:** 6**REPORTS DIRECTLY TO:**
Component Managers
Site Supervisors**WORK STATION:**
Early Head Start/Head Start**SUPERVISES:** N/A**GENERAL DESCRIPTION:**

The Family Advocate is responsible for recruiting and enrolling children, assisting parents/families in obtaining needed social services, and involving parents/families fully in the operation of the EHS/HS program. Assist children and families in receiving services for all components offered by EHS/HS.

SPECIFIC RESPONSIBILITIES:

1. Recruit and enroll children in the EHS/HS program by making home visits, obtaining necessary information to determine eligibility, explaining the program to the parents, and making recommendations to supervisors about acceptance of children into the program.
2. Perform all computer data entry of all instructed information at the time the application is taken and required throughout the year. Tentatively set bus routes to have a working knowledge of where all families are located (where applicable).
3. Work with families of children enrolled in the EHS/HS program to assess their social service needs, make referrals to community resources and follow-up to ensure that families are obtaining needed services.
4. Provide direct services to help EHS/HS families obtain services otherwise unavailable (i.e., transportation) or cope with everyday problems.
5. Provide or arrange for crisis relief, where possible for EHS/HS families.
6. Work with parents/families to organize a center committee (Team Builders) and train families in their rights and responsibilities as EHS/HS family members. Assist the parents/families in planning and conducting center committee (Team Builder) activities and programs.
7. Ensure each enrolled child obtains all necessary medical and dental exams and screenings. Providing assistance, including transportation, to parents when needed.
8. Establish and maintain effective working relationships with other EHS/HS staff, work closely with Family Support Coordinators and human services staff in the community to assure the availability of a comprehensive array of services to meet social service needs of EHS/HS families.
9. Recruit volunteers from throughout the community (including EHS/HS parents/families) to support all components of the EHS/HS program.
10. Maintain required records and prepare and submit necessary reports on a timely basis.
11. Encourage parents/families to become involved in the total EHS/HS program, including Policy Council meetings, organized family activities, etc.

12. Identify community resources and secure services, goods, or financial support for the support of the EHS/HS program. Accomplish this through regular ongoing contact with families.
13. Provide required number of home visits including special home visits as needed and as outlined in Policies and Procedures.
14. Assist in providing information to families and the general community about the purpose and goals of the EHS/HS program.
15. Participate in training and career development activities as directed by supervisor.
16. Attend pre-service and in-service training.
17. Work cooperatively with administrative staff and other agency personnel.
18. Assist families with IFPA (Individual Family Partnership Agreement) completing and following up with Family Assessments & goal setting.
19. Understand responsibility of being a mandated reporter for Child Abuse and Neglect. Read and understand Child Abuse and Neglect Policy. Failure to follow reporting procedures, including incidents involving other staff members, may result in termination.
20. Write referrals and follow-up as needed.
21. Perform additional duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. High school diploma or equivalent.
2. Knowledge of basic techniques of interviewing with potential families, utilizing a standard agency form and computer program.
3. Knowledge of performance standards and regulations that apply to this position.
4. Knowledge of eligibility requirements of various agency and community programs.
5. Knowledge of all social and health resources in the community and ability to make effective referrals to such resources.
6. Knowledge of problems of poverty in the community.
7. Work toward obtaining the Family Development Credential (FDC) upon completion of the first year of employment, if available.
8. Ability to develop a respectful relationship with low-income community residents.
9. Knowledge of the purpose, goals and resources of the agency.
10. Ability to follow written and oral instructions.
11. Ability to read and write at a level sufficient to record observations and family information.
12. Ability to utilize technology and computer skills that will allow for entering required information into computer database.
13. Demographic and geographic knowledge of the community.
14. Ability to conduct oneself in a manner projecting a positive image to children, parents/families, program, agency and community.
15. Possession of a valid, current Missouri Driver's License, reliable vehicle and appropriate insurance coverage for transporting child and parent for appointments.
16. Obtain Missouri Chauffeur's License within 60 days of employment for transporting children and parents for appointments in an agency vehicle, when available.
17. Ability to work effectively with local community agencies and individuals.
18. Ability to manage sensitive agency participant information in a confidential manner and adhere to agency policy on confidentiality.
19. Obtain initial medical exam and TB assessment within 30 days of employment. Complete a medical exam and TB assessment every five years following initial employment.
20. Pass background screen, child abuse/neglect screen, drug screen, and be subject to random drug testing.

21. Have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

Additional requirements:

Possess personal qualifications: emotional maturity, willingness to cooperate with the standards of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities. Must have good verbal communication skills and visual ability to observe children. Ability to fulfill responsibilities under pressure, including during emergencies.

Working Conditions:

Risk of exposure to blood, body fluids, or tissues. Risk involved with travel on main highways, side streets and rural roads during the transportation of children. Risk of exposure to communicable diseases. Must be able to lift 55 pounds, many times a day, climb into the school bus, bend, kneel and squat frequently. Job requires standing for long periods of time, as well as stooping, squatting, running; and sitting in child sized chairs and/or on the floor.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position, including changes in location, classroom, caseload, and hours. The Executive Director may, at any time, for disciplinary purposes, the utilization of personnel, or for the general good of the program, reassign an employee from one position to another position.

I accept the duties and responsibilities as outlined in this position description. This position is not exempt from the overtime provision of the Fair Labor Standards Act.

Signature of Employee

Date

Signature of Supervisor/Mentor

Date of Orientation