

# ALBINA HEAD START

## JOB DESCRIPTION

Non-Exempt

Flexible hours: Must work 8 hours per day between 7 a.m. and 5:30 p.m Monday - Friday.

### ***EHS FAMILY ADVOCATE***

***Essential Function(s):*** General responsibility for family support services including implementing, coordinating and providing direct case management services to EHS families. Develop and implement partnerships with EHS families, including Family Partnership Agreements. Coordinate/provide training to parents, and community agencies; monitor the implementation of social services, parent involvement, volunteer services, and community partnerships; assist with the health and other support services provided to families. Ability to read, speak and write with proficiency in English Language.

***Responsibilities:*** In conformance with Head Start Performance Standards assist families to build on their strengths and develop plans to address areas of concern, including job market assistance, and resource identification.

***Reports to:*** EHS Social Service Coordinator

***Supervises:*** Does not supervise others.

***Salary Range:*** \$23,500.00 - \$34,000.00

***Physical and Mental Requirements:*** Patient, able to resolve conflicts, gentle, loving, kind, creative, resourceful. Strong problem resolution skills. Strong desire to succeed. Demonstrated ability to work effectively with other people in a team environment. Excellent problem-solving, planning, and organizational skills. Must have detail-and multi-task orientation and be able to cope well with stress. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

***Experience Requirements:*** Experience in social services or a related field. Experience working with children. Knowledge of community resources. Computer knowledge including WordPerfect, Excel, Microsoft Word, PowerPoint, and use of the Internet. Good writing and record-keeping skills. Ability to work independently as well as with a team.

***Educational Requirements:*** Five years of combined education and experience in social services or a related field.

***Licensing/Certification Requirements:*** Daily driving is required. Must provide own vehicle, valid Driver's License and proof of full insurance coverage; First Aid certification, Child CPR certification, current Food Handler's Cards or able to obtain same. Negative tuberculosis screen (required) and Hepatitis B Vaccination (recommended). Must pass criminal background check.

***Environmental Factors/ Working Conditions:*** Enclosed facility, office and classroom environment. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood. Home visits in family homes.

#### **Job Duties:**

1. Responsible for case management. Conduct regular case reviews of all EHS child/families assigned. Complete home visits, data collection, record keeping, and other responsibilities in case management. Establish and maintain a current and accurate record keeping system, within program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate. Complete and ensure accurate data entry for all enrolled families.

2. Coordinate successful completion of recruitment and screening/assessment of eligible children and their families. Assist with enrollment, case load divisions, and developing class lists, as assigned. Develop and maintain enrollment waiting list.
3. Implement goals, policies, procedures and activities designed to provide the full range of family support services in compliance with Head Start Performance Standards, including assisting families with obtaining health and dental services, and other child/family services identified, as part of ongoing case management. Provide individual and group services to EHS families. Design and implement a formal system of follow up with families on referrals to community agencies, to assure the satisfactory provision of services.
4. Participate in IEP and IFSP staffing, as required. Lead and participate in weekly staffing and regular case management meetings.
5. Coordinate and develop linkages between other family support service agencies to provide better service delivery to EHS families. Serve as an advocate for Head Start families within the community. Train and support EHS parents to advocate for themselves and their families.
6. Ensure participation in parent involvement activities, per Head Start Performance Standards, including assisting with organizing and providing on going support to the Parent Classroom Committee. Plan and participate in monthly classroom Parent Meetings with Teacher and parents.
7. Complete required home visits according to program schedule, policy and procedures.
8. Help families identify and access needed resources including; health, mental health, social services, education and job training. Coordinate/provide training for parents, and the community in all aspects of family support services, as determined by Family Assessments.
9. Complete monthly reports that identify progress in meeting program goals and service delivery data. Participate in monthly staff meetings and other Head Start management meetings.
10. Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.
11. Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.
12. Perform other duties assigned and reasonably within the scope of the duties listed above.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Revised 5/08

**Name (Print):** \_\_\_\_\_