

# ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

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

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

***Essential Function (s):*** Advocate for, work with, and help strengthen low-income families by assisting in the setting and meeting of academic and vocational goals.

Implementation of a comprehensive program of social service assistance to children and families participating in Albina Head Start.

***Responsibilities:*** In conformance with Head Start performance standards, perform the following functions: 1. Assist families to build on their strengths and develop plans to address areas of concern, including job market assistance and resource identification. 2. Direct Family Service staff in obtaining parental commitment and assistance in planning and carrying out the objectives/activities of Head Start.

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

***Supervises:*** EHS Family Advocate

***Salary Range:*** \$27,000.00 - \$39,500.00

***Physical and Mental Requirements:*** Strong desire to succeed. Patient, able to resolve conflicts, gentle, loving, kind, creative, resourceful. Strong problem resolution skills. Demonstrated ability to work effectively with other people, in a team environment. Excellent planning, written, verbal communication and organizational skills. Must have detail and multi-task orientation and be able to cope well under 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:*** Five years experience in social work or combination of education and related experience totaling five years. Good writing and record-keeping skills. Computer knowledge including Microsoft Word, Excel, PowerPoint and use of the Internet.

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

***Licensing / Certification Requirements:*** NHSA Family Service Credential or equivalent. Valid Driver's License and full insurance coverage; current First Aid and Food Handler's Cards or able to obtain. Negative tuberculosis screen. Must pass criminal background check.

***Environment Factors/Working Conditions:*** Enclosed facility, classroom environment. Some floors are tile, some are carpeted. Heated. Mayor may not have air conditioning. May come into contact with childhood diseases and blood.

### **Job Duties:**

1. Provide day to day supervision of Family Advocates.

2. Ensure that Family Advocates meet all program objectives.
3. Process Head Start applicants and screen for qualification under Head Start program guidelines.
4. Organize orientation for parents and center committee meetings.
5. Assist staff to involve parents in meeting education, health, and social service component performance standards.
6. Assist staff and parents in evaluating parent involvement in the program.
7. Help families build on their strengths; develop a plan to address and support areas of concern.
8. Assist families in taking more responsibility for meeting their needs when needed.
9. Help prepare families for the job market through resources, referrals, and Training.
10. Coordinate family activities with classroom activities.
11. Organize monthly Center Parent Meetings with Head Teacher.
12. Conduct three home visits a year per family: Orientation home visit two home visits with classroom teacher.
13. Review parents' goals for their children with teaching staff.
14. Attend and participate in monthly staffing on children.
15. Provide information for PIR report.
16. Help families identify and access needed resources: health, mental health, social services, education, and training. Help families learn how to reform these institutions when necessary.
17. Assist classroom staff and parents in developing transition plans for Head Start children entering public school.
18. Ensure accurate and up to date records are maintained according to performance standards.
19. Complete Family Needs Assessments. Provide direct services or referrals to meet needs. Follow up to ensure delivery of goods and or services.
20. Assist families in obtaining required medical and dental services. Document follow-up services.
21. Conduct and record medical screening for vision, height, and weight as required.
22. Prepare health documentation and summaries for assigned children.
23. Provide all information requested for program documentation in a timely manner.
24. Administer attendance and late arrival/pickup policies.
25. Assist other Albina Head Start staff with projects as requested.
26. Perform duties in a safe manner.
27. Perform other duties as outlined by supervisor.

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