

# ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

Flexible hours: Part Time. Must work 4 hours per day M-F between 7 a.m. and 5:30 p.m.

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

***Essential Function (s):*** Planning, implementation and evaluation of recruitment, eligibility, enrollment and attendance for Early Head Start children and families and; coordinating recruitment, eligibility, enrollment and attendance of Early Head Start children and families.

***Responsibilities:*** In accordance with Head Start performance standards, assist with implementation of a comprehensive program of social service assistance to children and families participating in Albina Head Start.

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

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

***Physical and Mental Requirements:*** Strong desire to succeed. Patient; able to resolve conflicts, gentle, loving, kind, creative, resourceful. Demonstrated ability to work effectively with people. Demonstrated ability to work effectively with people in a team environment. Excellent problem solving, planning, and organizational skills. Must be able to cope well with stress.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. 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. 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:**

**Recruitment:**

1. Work with other program staff in implementing a recruitment process to inform families of the availability of services, assist them with enrollment procedures to ensure full enrollment.

**Enrollment:**

2. Coordinate enrollment for children receiving multiple funding and work with other staff and parents to address related compliance issues.
3. Assist in screening applications for eligibility according to Head Start Performance Standards and program guidelines.
4. Implement and maintain ERSEA procedures to ensure EHS is enrolling eligible children including, children with special needs and ensure that all children are enrolled according to the program's selection criteria.
5. Collect and input data on new enrollments, terminations, and transfers of Early Head Start children.
6. Make sure program maintains full enrollment.

**Enrollment and Attendance Tracking and Reporting:**

7. Implement and maintain a reporting system which includes monitoring attendance and enrollment.
8. Track and monitor low attendance and enrollment and work with the Social Services Coordinator to analyze reasons to attain full enrollment and at least 85% attendance.
9. Provide information for PIR report.
10. Prepare ERSEA reports that summarize program enrollment and attendance for dissemination to management staff, Policy Council, and Board of Directors.
11. Track and monitor attendance of assigned staff. Provide monthly reports to show attendance patterns.
12. Ensure accurate and up to date records are maintained according to performance standards.

**Teamwork and Professionalism:**

13. Provide all information requested for program documentation in a timely manner.
14. Assist other Albina Head Start staff with projects as requested.
15. Report to work at scheduled times 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.
16. Continue professional growth by participating in classes, training programs, workshops and/or conferences, as the budget allows.
17. 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 6/11

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