

# 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.

## HS FAMILY ADVOCATE

**Essential Function (s):** General responsibility for family support services including implementing, coordinating, and providing direct case management services to Head Start (HS) families. Develop and implement partnerships with HS families, including Family Partnership Agreements. Coordinate training for parents. Advocate for, work with, and help strengthen low-income families by assisting in the setting and meeting of academic and vocational goals. Monitor and assist with the health and support services provided to families. Maintain regular attendance. Ability to read, speak and write with proficiency in English Language.

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

**Reports to:** Social Service Coordinator, Lead Family Advocate

**Supervises:** Does not supervise others

**Salary Range:** \$2,800.00 - \$3,299.00 per month

**Physical and Mental Requirements:** Patient, able to resolve conflicts, gentle, loving, kind, creative, and resourceful. Demonstrated ability to work effectively with people. 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. 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 experience 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:** Daily driving is required. Must provide own vehicle, valid Driver's License and proof of full insurance coverage; current First Aid/CPR and Food Handler's Cards or able to obtain. Negative TB screening. Must pass criminal background check.

**Environment Factors/Working Conditions:** Enclosed facility, 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. Help families build on their strengths; develop a plan to address and support areas of concern.

2. Assist families in taking responsibility for meeting their needs when needed.
3. Help prepare families for the job market through resources, referrals, and training.
4. Organize monthly classroom Parent Meetings with classroom Teacher and parents.
5. Conduct three home visits: one orientation/enrollment home visit, and two home visits with classroom Teacher, each school year, for each child/family. (Other visits as needed.) Review parent goals for children with Teacher.
6. Help families identify and access needed resources: health, mental health, social services, housing, employment, education, and training. Help families learn how to reform these institutions when necessary.
7. Complete Family Assessments. Provide direct services or referrals to meet needs. Follow up to ensure delivery of goods and or services.
8. Attend and participate in monthly staffings on children. Attend and participate in IFSP meetings as required.
9. Provide information for the Program Information Report (PIR) report.
10. Assist classroom staff and parents in developing transition plans for children transitioning to Head Start and children entering public school.
11. Assist families in obtaining medical and dental services. Document follow-up services.
12. Conduct/assist with child developmental screening and health screening for: hearing, vision, height, and weight as required.
13. Administer attendance and late arrival/pickup policies.
14. Ensure and maintain accurate, up to date, records according to HS Performance Standards and program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate, ensure accurate data entry.
15. Provide all information requested for program documentation in a timely manner.
16. Submit weekly schedule and report in a timely manner.
17. 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.
18. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of 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:** \_\_\_\_\_