

**Child Start, Inc.
Job Description**

Job Title: Family Advocate

Status: Non-exempt

Period of Employment: 12 or 10.5 months

Hours: 32 hours/week

Program/Department: Head Start

Revised: April 2021

Supervisor: Center Director

Supervises: None

Salary:

GENERAL SUMMARY:

Responsible for the planning, implementing and coordinating of content area services for Head Start families, including Health, Family Services, and Recruitment/Enrollment. Assists families in setting and achieving individual and family goals; links families with appropriate community resources; and promotes family outcomes and school readiness.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Determines current family strengths and needs by gathering information through home visits and other family contacts. Receives medical, psychological and social information, and analyzes results to determine follow up needs.
2. Working with parents/guardians, develops Family Partnership Agreements, completes family assessments, surveys and program evaluations. Guides families in establishing action plans by exploring options and helping to set goals.
3. Facilitates and implements parenting education programs, promoting the involvement of both parents in all areas of their child's preschool experience and parent opportunities provided by the program and the community.
4. Assists in the development, updating and distribution of community resource information.
5. Assists families in linking to community resources. Supports parents in scheduling medical and dental appointments and maintaining health updates.
6. Works with classroom staff to promote family outcomes and school readiness.
7. Provides appropriate crisis intervention through referral to appropriate agencies.
8. Organizes and facilitates monthly parent committee meetings in consort with parent leadership and site staff. Develops and distributes minutes of center parent committee meetings.
9. Facilitates Family Care Planning with teaching staff and partners by sharing relevant family information for optimum service.
10. Compiles and keeps current child and family documentation of resource provided, referrals submitted and assessed, services, etc. Safeguards confidentiality of personal information of children and families by upholding mandates and policies.

11. Promotes family partnerships and parent engagement in program planning, implementation of services, and individualization of services for their children through parent activities and committee involvement, etc. Assists parents in developing skills for participation on the Policy Council.
12. Collects and analyzes information that documents parent engagement in the program. Tracks attendance, secures appropriate documentation of excused absences, and follows up with families with chronic attendance problems.
13. Assists with recruitment and enrollment process, completing intakes to determine eligibility, working with supervisor to complete selection point assignment, and participating in outreach events to promote the program.
14. Follows safety and health guidelines, regulations, and procedures. Report any suspected child abuse, as required by law.

EQUIPMENT USED:

1. Telephone, fax machine, copier, personal computer.
2. Vehicle.

JOB CONDITIONS / COMPLEXITY:

Works at site, in family homes, and in collaboration with community based agencies. Must influence parents who often lack self-esteem, confidence and self discipline to pursue beneficial course of action.

QUALIFICATIONS:

- A. An Associate of Arts degree in child development, social services or a related field **AND** two years of full-time experience working with low income, multi-ethnic preschool aged children and their families, **OR**
- B. At least three years of experience **AND** a Human Services Certification or Family Development Credential.
- C. Strong communication (bilingual English/Spanish as needed), interpersonal, organizational, and problem solving skills.
- D. Ability to pass medical exam and TB test.
- E. Valid driver's license with acceptable driving record.
- F. Ability to learn about and work with:
 1. Head Start Performance Standards and other related requirements of child development programs.
 2. Subsidized early childhood education programs.
 3. Low income, ethnically and linguistically diverse populations.
 4. Americans with Disabilities Act.

This job description is not intended to be understood to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities may vary depending upon agency needs.