

# Community Action Program, Inc. of Western Indiana Job Description

**Position:** Center Facilitator (Family Advocate)  
**Immediate Supervisor:** Family Services Specialist  
**Supervisory Responsibilities:** Direct Service Staff  
**Job Base Location:** Center as designated  
**FLSA Status:** Non-Exempt  
**Classification:** 7  
**Effective:** February 1, 2024

## **General Summary of Position:**

Responsible for conducting the Family Partnership Agreement, the linkage of social services to families and for scheduling and assisting parents to ensure provision of all component services for enrolled children. Responsible for designated aspects of center operations.

## **Essential Functions:**

### **Parent, Family and Community Engagement**

1. Establish and maintain positive, productive relationships with families.
2. Conduct Family Partnership Agreement with each family and jointly plan with each family for the provision of services to meet these goals as stated in the Family Partnership Agreement.
3. Work with the Family Services Specialist to ensure that families are receiving appropriate support and needed services from Head Start or other community service providers.
4. Provide support services, which include arranging transportation or accompanying parent to Head Start related appointments as needed, to secure services.
5. Responsible for family contact records.
6. Encourage parent and community engagement in the various functions and activities of Head Start that foster parental confidence and skills in promoting children's learning and development.
7. Work with Parent Resource Coordinator to identify opportunities for parents to participate in a research-based parenting curriculum.
8. Promote activities and events that foster family literacy.
9. Report cases of child abuse and neglect according to policy.

## **Health Program Services**

1. Assist Teacher with periodic health observations of enrolled children and work with the Health Services Specialist in helping families to resolve health problems.
2. Arrange for transportation of children and parents to and from follow-up services as related to various component areas, as necessary.
3. Work with the Parent Resource Coordinator and Health Services Specialist to provide nutrition education and experiences for families.
4. Work with the Health Services Specialist to provide health education for both the parent and the child.
5. Assist parents through supporting the social and emotional climate of the family, encouraging positive guidance and discipline.
6. Assist the family in establishing and maintaining a safe, healthy, learning environment for children in the home.
7. Assist parents in providing positive guidance and discipline for their children.
8. Work with the Child Development Services Specialist to assist parents in supporting the social and emotional development of their children.

## **ERSEA (Recruitment and Attendance Services)**

1. Identify eligible children, recruit, and forward recruitment records for each child to the ERSEA Coordinator, and assist administrative staff in enrolling children for program.
2. Maintain enrollment throughout school year by continuous recruitment and follow up attendance referrals.
3. Support families to promote the child's regular attendance.
4. Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences

## **Facility Operations and Administration**

1. Conduct and assure documentation of monthly staff team meetings.
2. Supervise time and mileage of all center direct service staff, assist with staff evaluations, and assure compliance with staff development plan goals and deadlines.

3. Assure the center stays operational and fully staffed (in ratio). Find replacements/volunteers when needed.
4. Ensure a well-run, purposeful program responsive to participant needs by planning, organizing and maintaining accurate records.
5. Monitor timely and accurate submission of paperwork to the Central Office.
6. Consult with Health Services Specialist and Program Director to ensure the center meets Indiana FSSA Child Care Licensing Requirements for safety and sanitation.
7. Work with Indiana quality rating system (PTQ) to assure the center meets necessary requirements.
8. Assure the center maintains a welcoming environment to all parents and community members.
9. Assist ERSEA Coordinator in establishing and maintaining consistent and manageable bus routes for center classrooms, when applicable.
10. Maintain a commitment to professionalism:
  - A. Dress in a neat manner suitable for work with families and community professionals.
  - B. Attend staff meetings, pre- and in-service workshops, and maintain a commitment to continuing education in the area of child/family development.
  - C. Provide documentation of increasing knowledge in early childhood and family services, and professional growth.
  - D. Attend out-of-town trainings, some which may require overnight stay, as requested by program director.
  - E. Maintain confidentiality of family situations and records.
11. Attend staff meetings and be responsible for end-of-month reports.
12. Act as liaison between Head Start and other community organizations.
13. Other duties may be assigned dependent upon Agency need and demonstrated capabilities.
14. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

### **Core Performance Responsibilities:**

A critical part of employee performance is the consistency of the employee in following Agency standards, rule and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership,

teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the Agency.

**Qualifications:**

1. Prefer Bachelor's degree including 15 credit hours in Early Childhood Education or fields related to social services or an Associate Degree in Early Childhood Education or fields related to social services/business. Management experience preferred.
2. Must have demonstrated ability to relate and communicate effectively, requiring visual reading, manual writing, and verbal communication, with the public, other agency staff, community professionals, and with persons of varied socio-economic levels. Basic computer skills are necessary.
3. Must possess demonstrated awareness of social services available in the community.
4. Must have knowledge and experience in child development; the principles of child health, safety, and nutrition; adult learning principles, and family dynamics.
5. Must be able to function at program assignment with minimal supervision.
6. Demonstrated training or experience in supervising personnel.
7. Must possess the capability to be mobile and travel, as job requires. Some overnight travel will be required.
8. Must maintain personal phone at all times.
9. Must possess valid driver's license to travel assigned areas as required. Must maintain liability insured personal vehicle and provide documentation of such to Personnel Department upon request.
10. Must submit to pre-employment and random drug testing, background checks, fingerprinting, and Head Start physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.
11. Must obtain and maintain CPR Certification.
12. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the manual dexterity to write, and the flexibility of movement to stoop, bend, and climb to work with active young children. Must have the ability to lift weights of up to 20 pounds.