

Community Action Program, Inc. of Western Indiana Job Description

Position: Family Advocate

Immediate Supervisor: Center Facilitator

Supervisory Responsibility: None

Job Base: Center as designated

FLSA Status: Non-Exempt

Classification: 6

Effective: June 8, 2017

General Summary of Position:

Responsible for 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.

Essential Functions:

Family 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. 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 families to assure that children maintain regular and consistent attendance. Conduct follow-up direct contacts with families whose children are absent.
4. Provide support services, which include arranging transportation or accompanying parent to Head Start related appointments as needed, to secure services.
5. Responsible for case management data entry including family contact records, goals, referrals, and other tracking/monitoring family data.
6. Maintain enrollment throughout school year by continuous recruitment and follow-up attendance referrals.

7. Encourage and foster community and parent volunteerism in the various functions and activities of Head Start.
8. Report case of child abuse and neglect according to policy.

Family Engagement

1. Establish and maintain positive, productive relationships with families.
2. Plan with the Teacher for parent volunteerism in the various functions and activities of Head Start.
3. Partner with Center Manager to promote activities and events that foster family involvement in parent meetings, family literacy, and other family events.
4. 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.
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.

Health

1. Assist parents with scheduling of needed health screenings and follow-up treatment and arranging of transportation if needed.
2. Work with the Health Services Specialist in helping families to resolve health problems.
3. Work with the Family Services Specialist to provide health education for both the parent and the child.
4. Work with the Parent Resource Coordinator and Health Services Specialist to provide nutrition education and experiences for families.

Mental Health

1. Assist parents in providing positive guidance and discipline for their children.
2. Work jointly with the Center Manager and Teacher for classroom mental health needs.

3. Assist parents in supporting the social and emotional development of their children.

Administration

1. Work with Center Manager and other direct service center staff to encourage parent/community volunteerism and assist in the generation of in-kind hours, donations, and contributions.
2. Maintain a commitment to professionalism:
 - A. Dress in a neat manner suitable for work with community professionals.
 - B. Attend all staff meetings, pre and in-service workshops, and courses provided by Head Start when relevant to job responsibilities.
 - C. Demonstrate and provide documentation of increasing knowledge in component assignment and professional growth.
 - D. Attend out-of-town trainings, some which may require overnight stay, attend seminars as requested by Director.
3. Other duties may be assigned dependent upon Agency need and demonstrated capabilities.
4. 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. Credential or certification in family services or related field is required. Prefer Associate degree in Human Services or Social Work related field.
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. Must possess the capability to be mobile and travel, as job requires. Some overnight travel will be required.
7. Must maintain personal phone at all times.
8. 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.
9. 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.
10. Must obtain and maintain CPR Certification.
11. 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.