

Name: _____

JOB DESCRIPTION
FAMILY ADVOCATE
Revised 6/17

KEY FUNCTION:

Under the direction of the Family Development Coordinator, direct supervision may be assigned according to program needs. The Family Advocate will provide services to children and families by making monthly home visits, providing information and referrals as needed, and supporting families in developing and attaining goals.

RESPONSIBILITIES OF THE FAMILY ADVOCATE INCLUDE:

- Meet with *both* parents monthly.
- Assess family strengths and needs by completing the *Family Assessment* with family. Support the family in developing and attaining goals in areas of need identified in the *Family Assessment*.
- Be aware of services available in the community. Provide parents with information about community resources and make referrals as needed. Follow up on all referrals. Ensure that families receive the services they need.
- Maintain accurate and thorough documentation in Child Plus of home visits, all contacts with families, referrals, information given, and mental health updates, PIR, etc.
- Assist parents in establishing a medical and dental home. Ensure children receive required initial medical and dental examinations and follow-up as needed. Provide appointment dates and documentation to the Health Specialist through weekly meetings.
- Keep Family Development Coordinator informed of families' mental health needs through Child Plus.
- Attend and facilitate monthly Parent Committee Meetings in service area.
- Participate in planning and presenting workshops, seminars and other trainings for parents.
- Assist the Parent Involvement Specialist in facilitating and promoting Parent Involvement activities.
- Keep food handler's permit current.
- Provide support to the Disabilities Specialist by assisting with Developmental Screenings and attending IEP & IFSP meetings when needed.
- Become familiar with the Performance Standards, especially those in the Family & Community Engagement Section.
- Include both parents in all aspects of Head Start and encourage participation in: Home Visits, Parent Committee Activities, Parenting classes, etc. Make sure to document these efforts.
- Meet weekly with staff supervisor to review Child Plus, paperwork, medical and dental needs, discuss family concerns and problem solve, etc.
- Meet weekly with teachers. Complete meeting form, make assignments and follow-up.
- Attend all mandatory team meetings, trainings, etc.
- Maintain a high level of professionalism in all job-related settings.
- Oversee recruitment of eligible children for Head Start in service area.
- Other duties as assigned.

QUALIFICATIONS

- Bear River Head Start will give preference to applicants with a BS or BA degree in the Human Service Field, i.e., Social Work, Family Human Development, Sociology, etc., preferred.
- Family services staff qualification requirements: A program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, counseling or a related field.
- Must have reliable transportation.

- Ability to work with adults and children from a variety of cultural backgrounds.
- Understand the special challenges faced by lesser income families.
- Ability to advocate for Head Start children and families in the community.
- Must be able to work flexible hours, i.e., evenings & weekends as needed.
- Previous experience working with families preferred.
- Creative problem solving skills.
- People orientated personality.
- Must be highly motivated.
- Excellent written and communication skills.
- Must maintain a high level of professional ethics at all times.
- Spanish speaking preferred or required for most areas.
- Must be able to pass a background check.

Employee Signature

Date

Supervisor Signature

Date