

POSITION SPECIFICATION

POSITION TITLE: Family Advocate
POSITION CLASSIFICATION: Non-Exempt Employee
SALARY RANGE: \$15.84 – \$16.90 per hour

QUALIFICATIONS:

Associate's Degree in Human Services or meet Family Development Credential (FDC) or Social Service Competency Based Training (SSCBT) training requirements. Training and/or experience in social, human, family services work or related field preferred. Head Start experience and computer skills are preferred. Clearance from New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as a pre-employment physical and Tuberculin screening and every two years thereafter. Must possess a valid driver's license and personal automobile or provide a plan that will allow the fulfillment of position requirements. Must be able to prioritize workload. Be fluent in English both verbally and written. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings. Have the ability to lift and move heavy and/or bulky objects or children in excess of 50 lbs. Have the ability to walk and climb stairs without difficulty.

POSITION SUMMARY:

Work as a member of the team to provide quality services to the children and families enrolled in the program. In keeping with the Performance Standards, be responsible for encouraging family participation in all aspects of the program. Operate as a liaison between program and home settings in the areas of education, child development, and mental health. **Not eligible for remote work due to the nature of the position.**

SUPERVISOR:

The Family Advocate is directly responsible to the Family & Community Engagement Coordinator, Assistant Head Start Director and Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Work as a member of the Center team to promote Parent Involvement in all program service areas.
 - a. Maintain congenial and respectful relations with staff, children, families, and the community encompassing all cultures.
3. With staff, plan and facilitate parent orientations and transitions through the program year.
 - a. Orient parents to the Agency's program and policies.
4. Responsible for the recruitment of children and families as specified by Head Start ERSEA Policies and Performance Standards.

- a. Ensure the program maintains full enrollment within thirty (30) days of vacancies.
- b. Track child absences to assure 85% attendance.
 - a. By midday of an absence without notification, the Family Advocate must call to inquire about the absence and document such.
 - b. An Attendance Plan must be put into place for a child with irregular attendance or less than 85% attendance.
5. Provide home visits to support the family's well-being, including family safety, health, and economic stability, and to support child learning and development. The Family Partnership is an ongoing process throughout the program year.
6. Maintain an adequate community services referral system for coordinating the resolution of family needs and goals to promote family strengthening.
7. Initiate, develop, and implement program parent involvement, including males/fathers in all components. Examples: parent gatherings, Male/father engagement activities, Family Fun Nights, field trips, Policy Council, kitchen and classroom help and virtual learning opportunities, et al.
8. Maintain current and accurate records both written and computer generated and submit reports on time.
9. Assist families in crisis to ensure safety for all.
10. Fulfill role as a mandated reporter as stated in the St. Lawrence County Child Abuse and Neglect Policy.

GENERAL STAFF RESPONSIBILITIES:

1. Assist parents to have active parent gatherings and encourage parents to take leadership roles.
2. Assist health staff by encouraging and supporting parents to get the required physical, health screenings, immunizations, and dental care needed. Assist staff by encouraging and supporting parents to get any recommended referrals.
3. Coordinate, implement, and facilitate parent education and support programs.
 - a. Survey families for topics of interest and plan workshops and discussions based on survey results.
 - b. Assist families in resolving barriers to attending parent education and/or literacy programs including those developed in the classroom.
 - c. Coordinate and/or conduct parent training sessions including children's educational objectives and male involvement support.
4. Provide effective communication with all other Center, Transportation, and Home-Based staff.
5. Participate in interdisciplinary meetings and training: onsite, state-wide or regional, including out-of-county/overnight training, and evening parent activities, et al.
6. Demonstrate commitment to mission, values, and policies in the performance of daily duties.
 - a. Provide coverage for classroom breaks when necessary.
7. Be First aid and CPR certified.

This job description is not intended to be all-inclusive. The Family Advocate will perform other reasonably related business tasks/duties as assigned by the Family and Community Engagement Coordinator, Assistant Head Start Director, Director, and/or as assigned in the Family and Community Partnership Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Staff Signature

Date

Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023