

**JOB DESCRIPTION**  
**Family Advocate**

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| <b>1. Little Dixie C.A.A.</b>                     | <b>2. Program: Head Start</b>       |
| <b>3. Reports To: Assistant Director</b>          | <b>4. Title: HS Family Advocate</b> |
| <b>5. Grade: 5</b>                                | <b>6. Date: December 2019</b>       |
| <b>7. Approved By: Rebecca Reynolds</b> <i>RR</i> | <b>8. Status: Non-Exempt</b>        |

**JOB SUMMARY:**

The Family Advocate is responsible for providing family service assistance for families with children enrolled in Little Dixie Head Start. Shares a general responsibility for the safety and well-being of all the children enrolled in the Little Dixie Head Start program.

General responsibility for family support services including implementing, coordinating, and providing direct case management services to Head Start (HS) families. Develop and implement partnerships with HS families, including Family Partnership Agreements. Coordinate training for parents. Advocate for, work with, and help strengthen low-income families by assisting in the setting and meeting of academic and vocational goals. Monitor and assist with the health and support services provided to families. Maintain regular attendance. Ability to read, speak and write with proficiency in English Language.

In conformance with Head Start Performance Standards, assist families to build on their strengths and develop plans to address areas of concern, including job market assistance and resource identification. This is a safety sensitive position.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Patient, able to resolve conflicts, gentle, kind, creative, and resourceful. Demonstrate ability to work effectively with people. Possess excellent problem solving, planning, and organizational skills. Detail and multi-task orientation with a strong desire to succeed. Must be able to cope well with stress.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. 2 to 4 hours per day spent in strenuous physical activity, lifting 30 pounds or more six or eight times in an 8-hour day.

## **ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Enclosed facility, classroom environment. Floors may be vinyl tile or carpeted. May come into contact with childhood diseases and blood on occasion. Home visits are conducted in family homes.

## **DUTIES AND RESPONSIBILITIES:**

1. Responsible for case management. Conduct regular case reviews of all EHS child/families assigned. Complete home visit, data collection, record keeping, and other responsibilities in case management. Establish and maintain a current and accurate record keeping system, within program procedures, with adequate provisions for confidentiality.
2. Ensure all child/family files are up to date and accurate. Complete and ensure accurate data entry for all enrolled families.
3. Help families identify and access needed resources including; health, mental health, nutrition, social services, education and job training. Support family goal development. Coordinate/provide training for parents, and the community in all aspects of family support services, as determined by Family Assessments. Help families build on their strengths; develop a plan to address and support areas of concern. Assist families in taking responsibility for meeting their needs when needed. Help prepare families for the job market through resources, referrals, and training.
4. Implement goals, policies, procedures and activities designed to provide the full range of family support services in compliance with Head Start Performance Standards, including assisting families with obtaining health and dental services, and other child/family services identified, as part of ongoing case management. Provide individual and group services to HS families. Design and implement a formal system of follow up with families on referrals to community agencies, to assure the satisfactory provision of services.
5. May be required to substitute in the Head Start Classroom as needed.
6. Complete Family Assessments. Provide direct services or referrals to meet needs. Follow up to ensure delivery of goods and or services.
7. Complete required home visits and parent contracts according to program schedule, policy and procedures.
8. Coordinate and develop linkages between other family support service agencies to provide better service delivery to EHS families. Serve as an advocate for Head Start families within the community. Train and support HS parents to advocate for themselves and their families. Assist with compilation of resource manual.
9. Ensure participation in parent involvement activities, per Head Start Performance Standards, including assisting with organizing and providing on going support to the

- Parent Classroom Committee. Plan and participate in monthly classroom Parent Meetings with Teacher and parents.
10. Assist classroom staff and parents in developing transition plans for Head Start children entering public school.
  11. Assist families in obtaining medical and dental services. Keep accurate records of results and document follow-up services. Refer children for further evaluation as necessary.
  12. Conduct/assist with child developmental screening and health screening for: hearing, vision, height, and weight as required. Conduct other developmental and behavioral screenings within designated timeframes. Schedule and follow up with medical and dental appointments in a timely manner. Participate in IEP and IFSP staffing, as required.
  13. Ensure and maintain accurate, up to date, records according to HS Performance Standards and program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate, accurate data entry and confidentiality.
  14. Substitute in classrooms as necessary.
  15. Smoking will not be allowed on Little Dixie property. No vulgar language is allowed. Cell phone use will be limited to emergency use only.
  16. Must be able to sit and eat with children at mealtimes sharing the same menu. A physician's statement must be obtained for special dietary needs. Pleasant child-oriented conversation should take place during mealtimes. No sodas, tea or other drinks other than water is allowed to be consumed while children are present.
  17. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
  18. Provide all information requested for program documentation in a timely manner.
  19. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
  20. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
  21. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.
  22. Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other training, meeting or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.

23. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of Early Head Start/Head Start and Little Dixie Community Action Agency, Inc.
24. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**SUPERVISORY RELATIONSHIP:**

The Family Advocate reports directly to the Assistant Director and performs no staff supervision.

**EDUCATIONAL AND OTHER QUALIFICATIONS:**

1. Bachelor's degree in a sociology field or obtain Family Development Credential within 18 months of hire.
2. Must be CPR certified instructor as soon as classes are available. Obtain and maintain first aid and infant/toddler CPR certification within 90 days from the date of hire.
3. Must provide documentation of physical health examination, obtain an annual health exam, and TB screening.
4. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippe Violent Crime Offenders Registration Act
5. Must have reliable transportation, valid Driver's License and auto insurance coverage. Daily driving is required. Must provide own vehicle and valid Driver's License
6. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Constantly must be able to sit/stand in a stationary position 50% of the time, stoop, bend; walk, talk; hear, use hands to grip, type, reach with hands and arms, occasionally required to stand or walk on uneven surfaces, and climb stairs, run short distances
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this

is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)