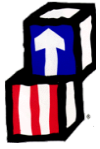




Regional Consolidated Services

Job Description



Department Head Start

Job Title Family Advocate

Purpose: The purpose of this position is to assist the coordinating staff in providing quality comprehensive services to Head Start children and their families that will result in families moving toward self-sufficiency.

Essential Functions and Responsibilities:

1. Maintain working knowledge of and follow all Head Start, NC Daycare, sanitation and other relevant policies and procedures.
2. Recruit eligible children and families for the program.
3. Maintain a family caseload including documentation, records, and files.
4. Maintain full enrollment at all times for assigned sites.
5. Conduct home visits to establish and complete family partnership agreements.
6. Act as a liaison between families, staff, and community resources.
7. Complete social service referrals, and assist families with follow up to referrals and family partnership agreement goals.
8. Enter demographic and other required child and family data on appropriate software, track data to ensure compliance with federal regulations and maintain data to ensure information is up-to-date.
9. Work in coordination with all components and personnel.
10. Maintain attendance records to ensure adherence to 85% average daily attendance requirement.
11. Maintain a child caseload including documentation, records, and files.
12. Obtain current insurance on file, assist parents in getting insurance.
13. Document health information and follow up for all children on caseload within required timeframes.
14. Enter all health data onto software tracking system and update as necessary.
15. Attend staff meetings.
16. Responsible for making parent meeting arrangements including reservations and completion of purchase orders according to agency fiscal procedures.
17. Consistent and regular attendance is required.

Other Duties and Responsibilities:

1. Drive bus routes and van driving as necessary.
2. Monitor bus routes as necessary.
3. Assist with administering development screens as needed.
4. Perform other duties as directed by the Family and Community Partnership Coordinator, or Head Start director.

Supervisory Responsibilities: None

Knowledge and Skills:

1. Ability to relate joyfully and sensitively to children, parents and other family members

2. Ability to communicate well both verbally and in writing
3. Knowledgeable in human development, family dynamics and the needs of children
4. Knowledgeable about community resources
5. Fluent in the language used by the majority of families served
6. Willingness to work flexible hours based on the needs of the families served

Fiscal Responsibility:

1. Responsible for timely submission of supply requests
2. Responsible for making parent committee arrangements, including reservations and completion of purchase orders according to agency fiscal procedures.

Physical Demands: See, hear, speak; walk; drive a vehicle; bend, stoop, lift up to 50 pounds; use hands, fingers, and arms.

Working Conditions:

1. Office setting in early childhood center with moderate to loud noise level
2. Frequent, almost daily, local travel
3. Regional and national travel with overnight stays as needed

Qualifications:

1. High school graduate or equivalency required
2. Experience working with families in a human service capacity required
3. Human service or related degree preferred
4. Must have or be eligible for CDL and bus driver certificate
5. Clean record regarding child abuse and neglect
6. Willingness to obtain family service certificate within 18 months of hire.

Classification: Nonexempt. The Family/Community Partnership Coordinator supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____