

**JOB DESCRIPTION**

**JOB TITLE:**                   **Family Advocate** (Chowan, Currituck, Dare, Pasquotank, Camden, Tyrrell, Washington)

**SUPERVISORS:**               **Family Engagement/Transition Manager**

**WORKING HOURS:**           **Monday - Friday / 8:00 a.m. - 4:00 p.m. (Normally)**

**WORK STATION:**             **Head Start Center and Field**

**DUTIES AND RESPONSIBILITIES:**

- 1) Build/establish rapport with families
- 2) Make home visits to families and update them in ChildPlus software
- 3) Refer families to appropriate service agencies, follow up on referrals and document the outcome
- 4) Make agency contacts on behalf of children and families
- 5) Complete a Family Partnership Agreement on all families, document follow-up and outcomes
- 6) Complete two Family Strength and Priorities Assessments on families and generate outcomes in ChildPlus
- 7) Complete a Family Partnership Agreement Strength Matrix on all families
- 8) Provide parents with a copy of the Family Partnership Agreement
- 9) Coach and assist families in accomplishing their goals and meeting their needs
- 10) Assist with transportation of children and parents to appointments, meetings, workshops and service agencies as needed
- 11) Be an advocate for families
- 12) Teach Parents to advocate for themselves
- 13) Assist in classroom to meet child/staff ratio in emergency situations
- 14) Observe children in the classroom
- 15) Assist families in emergency, crisis or homeless situations
- 16) Orientate families on program/agency services
- 17) Maintain appropriate and up-to-date records on families
- 18) Complete Parent Development Tracking on the families
- 19) Identify common interest and concerns of parents in order to plan appropriate activities
- 20) Provide Safety Education and training to parents at the Parent Committee Meetings
- 21) Recruit volunteers for the center
- 22) Provide child abuse and neglect training for parents
- 23) Encourage parents to engage in literacy training that contributes to self-sufficiency
- 24) Assist with child/family transition to other programs and/or schools to promote school readiness
- 25) Assist with the Fatherhood Initiative & Father's Nights Activities and track outcomes
- 26) Complete a Male Volunteer Interest Survey for the Early Childhood Development Area
- 27) Obtain Family Needs Survey and complete Family Needs Survey Follow Up on all parents of children with disabilities and submit to the Disabilities Services Manager
- 28) Disseminate information on the Second Step Curriculum to parents at the Parent Committee Meeting
- 29) Provide DSM with a copy and updates of the Family Partnership Agreement on children with disabilities
- 30) Promote and support parent-child, family, community engagement activities and outcomes

- 31) Assist parents with organization of the Parent Committee and understanding their roles and responsibilities
- 32) Attend Parent Committee meetings
- 33) Train parents in conducting meetings and in officer's duties
- 34) Send in Parent Committee Minutes, letters, reminder notes, agenda and meeting attendance records
- 35) Assist with responsibilities pertaining to the Policy Council
- 36) Train parents on the Parent Committee responsibilities
- 37) Assist Parent Committee in selecting Screening Committee Members
- 38) Attend local and out-of-area workshops
- 39) Complete and submit weekly and monthly reports to supervisors
- 40) Other duties as deemed necessary

### **Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA)**

- 1) Ensure recruitment material supports school readiness
- 2) Recruit children and maintain funded enrollment at the center
- 3) Ensure that all children's applications are complete with information and documentation
- 4) Process the initial eligibility of children's applications
- 5) Ensure that all required enrollment forms and documents are complete and in each child's folder
- 6) Check and monitor children's attendance
- 7) Investigate children's absences
- 8) Utilize ChildPlus software to track absent children
- 9) Conduct registration sessions with parents
- 10) Attend staff meetings
- 11) Exhibit good collaborative skills with the community

### **DESIRABLE SKILLS AND QUALIFICATIONS:**

- 1) Ability to work effectively with families
- 2) Knowledge of communities
- 3) Ability to establish a professional rapport and an effective working relationship with service agencies
- 4) Knowledge of community resources to assist families
- 5) Must be able to acquire and maintain NC CDL with P&S endorsement

### **EDUCATION AND EXPERIENCE:**

Bachelors in Social Services field preferred, certification working with families or a minimum of one year experience in working with families.