

Highland Rim Economic Corporation

Title: Family Advocate	Reports to: Family Service Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 6	Pay Grade: 601
Location of Work:	

Description:

The Family Advocate is responsible for ensuring the provision of high quality comprehensive early childhood services by effectively reaching out to children and families to encourage and empower them with resources.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Identifies and recruits Head Start eligible families and children, including children with disabilities and underserved populations
- Maintains funded enrollment levels in accordance with enrollment requirements
- Monitors attendance and provides timely and appropriate family support to reduce absenteeism
- **Assist with the completion and obtaining all health requirements and ensuring follow-up on failed/expired events as needed, ensuring all is documented appropriately**
- **Monitors required health screening for 45/90 days and follow-up actions**
- Assists staff and families to ensure children receive required health screening and services within 45 day/90 day and ensures health follow-up with parents
- Recognizes and promotes family's readiness and willingness to participate in the program.
- Establishes professional roles and boundaries in working with families
- Uses the Family Partnership Agreement as a guide to assess family goals and outcomes monthly throughout the year; provides emergency and crisis assistance to families as needed
- Facilitates the delivery of services to children and families through collaboration with community partners
- Actively participates monthly in community agency meetings to establish and foster strong partnerships
- Identifies available child and family resources and assists with compiling a Community Resource List
- Acts as an advocate for parents with agencies and school system
- Assists with organizing parent committee meetings and attends monthly meetings

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- Provides or arranges for training that meets the individual needs of parents
- Develops and implements program related service projects
- Establishes and maintains children's file folders according to record keeping procedures
- Enters timely and accurate child and family service data into ChildPlus, monitors child and family services through ChildPlus reports
- Effectively prioritizes job assignments and meets all established deadlines and reporting requirements
- Attends workshops and required trainings
- Conducts and documents monthly Family Team meetings with center staff
- Actively participates in two way communication with coworkers to ensure all staff is informed of all pertinent information as it pertains to the center and classroom activities
- Exhibits willingness/ flexibility in day to day operations and in providing necessary services to families
- Participates in activities designed to ensure program quality
- **Visits classrooms regularly rotating between pick-up and drop-off**
- Provides transportation to health and family services for Head Start Families and children when required
- Conducts home visits to families
- Travel to various meetings and workshops that may require overnight stays
- Assist with Self-Assessment and Community Assessment of program
- Familiarity with Community Action Programs and community resources
- Performs related duties as required
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/Requirements:

- Obtain within eighteen months of hire, at minimum, a credential or certification in social work, human services, counseling or a related field
- Possession of a valid Tennessee Commercial Driver's License, DOT Medical card, and maintain a vehicle liability insurance policy
- Ensure periodic physical examinations and tuberculin test
- Incumbents are subject to a criminal background check and must pass pre-employment/random drug and alcohol screenings
- Prefer bilingual (English /Spanish)

Knowledge and Skills:

- Experience in case management and working in a pre-school environment
- Familiar with assigned geographical area and knowledge of community resources
- Adheres to professional ethics and standards
- Organizational, decision-making and multi-tasking skills
- Proficient in written and verbal communication

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- At minimum, basic computer literacy
- Interpersonal skills and the ability to work as a team member

Physical Requirements:

This position requires incumbent to walk, sit, use hands, and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Daily required to stand, climb, balance and stoop, kneel, crouch or crawl. Incumbent is required to regularly lift and or move up to (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 50%-75%.

The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all inclusive: employees may perform other related duties as negotiated to meet the needs of the organization.

Signature: _____

Date: _____