

**POSITION TITLE: FAMILY ADVOCATE**

**RESPONSIBLE TO: PFCE COORDINATOR**

**WORK SITE LOCATION: Various**

**HOURS OF WORK: 40 hours/week - 39 weeks/year**

**DAYS PER WEEK: Monday – Friday, 8:00am - 4:30pm**

**SALARY RANGE: TBD**

**STATUS: Regular Full Time/Non-Exempt**

**JOB SUMMARY:**

To build a positive relationship between families and Head Start staff so that children can reach their goals and become successful students. To empower families to define and achieve realistic self-directed goals. To work directly with families, offering support based on their strengths, interests, and needs.

**PRIMARY JOB FUNCTIONS:**

1. Insure compliance with all family and community engagement standards.
2. Insure required documents are completed, noted and filed within program time frame:
  - a. Family Partnership Agreement
  - b. ASQ:SE Screener
  - c. ROMA
  - d. Family Needs Assessment
  - e. Nutrition Assessment
  - f. Family Outcomes
  - g. Family Strengths Questionnaire
  - h. Parent Interest Questionnaire
3. Initiate a minimum of three contacts per year with families.
4. Plan and implement parent meetings; maintain appropriate records of meetings; collaborate topics of health, violence prevention, and substance abuse with classroom teacher when appropriate.
5. Insure each parent committee elects' officers for their site and attends Policy Council.
6. Inform parents of their rights and responsibilities in the Head Start Program.
7. Encourage parent to volunteer in the classroom and on field trips.
8. Attend Parent Orientation meetings during pre-service as scheduling allows.
9. Set up and assist with planning End of the Year Celebrations for classrooms.
10. Refer families for needed services as identified by family contact information.
11. Locate resources and information to help families.
12. Document referrals and services provided on PROMIS software and paper tracking forms.
13. Assist with recruitment.
14. Plan and implement male involvement activities with children and families.
15. Meet with your supervisor regularly.
16. Maintain respectful, open, regular communication with parents and program staff.
17. Attend Policy Council meetings.
18. Sub for classroom staff when possible.
19. Visit classrooms in your assigned area at least twice a month.
20. Foster positive relationships with community organizations and school districts whenever possible.
21. Assist with securing required paperwork and follow-up on screening referrals from parents.
22. Be able to drive to various classrooms, Head Start families homes, Prairie Five Offices, community events, and other locations as deemed necessary to fulfill the above job functions.
23. Responsible for checking and responding daily to Prairie Five email account and phone messages.

**SKILLS AND QUALIFICATIONS:**

1. Ability to relate to families on a one-to-one basis in areas of self-sufficiency.
2. Hold a CDA Preschool Credential.
3. Work experience in Community Service based programming preferred.
4. Past or present Head Start parent or student preferred.
5. Ability to keep accurate up-to-date documentation with follow-up.

6. Ability to organize schedules.
7. Continued training in Early Childhood and related field. (2% of hours worked)
8. Knowledge of area and population to be served.
9. Family Service Credential preferred.

**AGENCY REQUIREMENTS TO OBTAIN & MAINTAIN EMPLOYMENT:**

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check
4. First aid and infant/child CPR
5. Pass an initial TB screening.
6. Pass an initial physical.

**JOB RESTRICTIONS:**

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives 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.

THIS JOB DESCRIPTION IS NOT INTENDED to be all inclusive, and employee will also perform other REASONABLE RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management as required. This does not constitute a written or implied contract of employment and may be revised by the agency at any time.

*I am able to perform the essential functions of this job.*

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Signature

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Date