



UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

EARLY HEAD START/COMBINATION CHILD AND FAMILY ADVOCATE

Position Information:

Supervised by: Child & Family Services Manager/Team Leader **Supervises:** EHS Associate Teacher, Volunteers

Salary: Coordinator VI

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To plan, coordinate and implement a quality education, health and social services program that will assist families in identifying and reinforcing experiences which can occur in the home and in the classroom

Essential Responsibilities:

- Assist in the planning and coordinating of the Education/Disabilities Component
 - Establish an environment which will stimulate a desire for learning, independence and self-esteem both parents and children, both indoor and outdoor.
 - Develop daily plans and individual activity plans one week in advance and document in the Daily Plan Book
 - Along with the parents, assess each child's developmental needs and develop individual goals according to their individual interests, abilities, individual traits and development. Ensure that goals are carried out through home and classroom activities
 - Conduct Parent/Staff conferences two times per year, with input from Component Directors and team members
 - Encourage parents to participate in curriculum planning and program development
 - Ensure that classroom activities are developmentally appropriate and carried out according to Early Head Start and program philosophy, policies and procedures
 - Plan with parents and team members to ensure that daily personal hygiene of the children is met (i.e., feeding, diapering, toileting, tooth brushing and hand washing)
 - Ensure that the planning and involvement of children occurs in the preparation of nutritious snacks and clean-up of eating area
 - Provide for the constant supervision of all children
 - Maintain, with team members and parents, an approach to guidance within the framework of Early Head Start/OPP policy to ensure that children are taught, disciplined, and supervised in a consistent manner
 - Act as the primary contact person for communicating with appropriate staff, families, volunteers, and assistant teacher (where appropriate) in matters relating to Early Head Start children, at the center level
 - With team members and parents, plan and inform all appropriate people of field trip and other activities
- Ensure all home visits with families are done each year as specifies by program option.
 - Ensure various attempts (at least 3) to make a home visit contact in cases where the parent was unable to meet at the predetermined time
 - Coordinate home activities incorporating family interests and goals
 - Develop, with the parent, individualized plans for each home visit

- Complete a walkability check with each family
- Encourage parents to become “teacher” on home visits
- Maintain an adequate social services referral system for coordinating the resolution of family needs and goals.
 - Make home visits with each family for the completion of the Family Partnership agreement and follow up on goals established
 - Assist families in developing resources for resolving emergent social service needs and follow up with families on the appropriateness of the resources
 - Refer families to appropriate agencies and follow up on referrals
 - Develop and maintain working relationships with community resources/partners by making on-site visits
 - Orient and provide information to staff and parents regarding social services and community resources
 - Establish and maintain communication lines with local schools and social services agencies
 - Represent Head Start at local community meetings as designated by supervisor
- Assist in the implementation of an agency wide Parent Involvement Program
 - Work with center teams to encourage parents to be involved in all components and programs of the agency
 - Promote prevention and family strengthening activities (picnics, leadership training, parenting classes, sewing classes, quilting classes, etc.) with center staff and parents
 - Ensure that volunteers are always supervised and never left alone with a child
 - Be available as a resource person for Parent Center training upon request
 - Provide assistance to center teams for involving parents in all components and programs of the agency
 - Provide assistance to center teams for involving males/fathers in the agency programs Assist Volunteer Coordinator in implementing Men’s support group, and other activities promoting Male/Father involvement in local area
 - Identify and recruit parents to participate in Community Leadership Training and other Community activities
 - Assist in the coordination of the agency-wide Wellness Day and promote activity with all parents. Work with families to problem solve around barriers to participation
 - Assist in the implementation of the agency’s volunteer/career ladder program
- Assist the Health Services Director in the Health Services component
 - Help families establish an ongoing relationship with health and dental care providers
 - Ensure that all medical and dental screens and appropriate follow-up and/or referrals are completed, including initial education with parents with first screening and each 6 month follow up thereafter with HS families regarding Lift the Lip exams
 - Ensure that the nutrition assessments are completed and appropriate follow-up and/or referrals are completed to include discussing WIC/Nutrition goals with classroom staff and following up with parents
 - Encourage parents to complete required immunizations for their children and keep CIS/Immunization Record up to date with all changes routed to Data Entry Clerk
 - Participate in staffing to share information concerning health issues
 - Review ChildPlus Health Tracking record for accuracy, making changes and submitting them to Data Entry Specialist monthly
- Work with the Family Advocate in coordinating and implementing a parent education and support program for agency families
 - Survey families for topics of interest and provide information to Family Advocate
 - Encourage parents to attend parent education programs available through UMCHS and

- other community agencies
 - Assist families in resolving barriers to attending parent education programs
- Provide training and consultative services to teacher assistants so that they can adequately complete tasks
- Be able to handle emergency situations as designated by program policies and procedures
- Delegate and assign tasks as described in the job descriptions and program policies
- Assist in completion of the Program Information Report (PIR)
- Maintain a clean, orderly, safe, and attractive classroom with assistance of team members, parents and volunteers

Qualifications:

- Bachelor degree in Early Childhood Education or related field
- One year experience in an infant/toddler classroom or social services agency providing direct services to children (ages 0-5 yrs.) and families
- Current physical examination, drug screen, and TB screen documentation upon hire
- Current CPR, First Aid and Food Handler's cards
- Current enrollment in the Child Care Division's Central Background Registry
- Adequate means of transportation
- Home Visit experience (preferred)
- Case management experience (preferred)
- Supervisory experience (preferred)
- Previous Head Start or early childhood experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with

prescribed standards

- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Perform physical inventory of equipment and/or supplies
- Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
- Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Set up a classroom which requires moving of tables, chairs, shelves etc.
- Sit in a child-sized chair
- Instructs others in a classroom setting
- Perform occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer