



UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

FAMILY ADVOCATE

Position Information:

Supervised by: Child & Family Services Manager

Supervises: Does not supervise others

Salary: Coordinator V

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To assist the Child & Family Services Manager in coordinating and implementing family and community strengthening, and comprehensive health services with families in full day Head Start/Early Head Start options. Implement the recruitment and enrollment process for the Head Start/Early Head Start program

Essential Responsibilities:

- Recruit, select and enroll children and families and maintain enrollment levels as prescribed by Head Start Policies and Performance Standards
 - Be knowledgeable of Agency eligibility requirements.
 - Assist in planning and implementing the recruitment process.
 - Identify and recruit children with documented disabilities/special needs.
 - Provide input to the Child & Family Services Director to develop agency selection criteria.
 - Assist in recruitment by making a recruitment home visit for all completed applications for the area and completing the family assessment.
 - Ensure that highest risk families are referred to services needed and that education and support are available for the family.
 - Initiate and/or participate in family unity meetings with other community partners who are working with or can be of assistance to families in need of services and support.
 - Orient parents to Agency policies and program design at the center's "Welcome to Head Start"
 - Ensure that recruited applications are included on the waiting list for the assigned agency service area.
 - Ensure full enrollment of children at assigned center at all times.
 - Submit completed reports to supervisor in a timely manner.
 - Ensure that child care subsidy paperwork and tracking is completed and kept up to date for each family enrolled in full day, full year centers, to include collection and receipt of co-pay dollars.
- Maintain an adequate social services referral system for coordinating the resolution of family needs and goals and to promote family strengthening
 - Establish a partnership with families with sufficient home visits to:
 - Develop a plan to meet the family's stated goals
 - Work in collaboration with family, designated agency and community staff to assist families with resources to meet family's goals
 - Offer core services to include case management, parenting and child development education, assessment and community services

- Develop and maintain working relationships with community resources/partners (DHS, CAPECO, DVS, Health Dept., Mental Health, Police and Schools) by making on-site visits
- 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
- Orient and provide information to staff and parents regarding social services and community resources
- 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
 - When trained and assigned by the Health Services Director, complete hearing and vision screens for enrolled children in their communities within 45 days of enrollment
 - 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 Full Day Teachers to prepare for the Comprehensive Parent Staff Conference for each child two times per year
 - Participate with team during preparation, as needed
 - Complete applicable portion of Comprehensive Parent Staff Conference Form
- Coordinate and implement parent education and support programs for agency families with outreach to the community
 - Review Parent Involvement Surveys for families interested and plan classes/groups based on survey results
 - Encourage parents to attend parent education programs available through UMCHS and share opportunities of other parent education opportunities offered in the community
 - Assist families in resolving barriers to attending parent education/support programs

- Actively promote Early Head Start Parent Education/Peer Support Group offerings within the community and with agency partners (distributing flyers, brochures, registration forms, etc.)
- Assist Child & Family Services Director in implementing community development and leadership activities
 - Identify and recruit Head Start families and community residents for leadership training
 - Assist in the facilitation of the Community Leadership training for Head Start families and other community residents
 - Assist in facilitating the establishment and maintenance of one or more stable community/neighborhood coalitions in order to increase community advocacy by identifying issues, implementing plans of action, and evaluation of progress
 - Assist in promoting advocacy and collaborations between community/neighborhood coalitions and community agencies and organizations to increase advocacy
 - Coordinate with Head Start families to complete at least two neighborhood walks to increase awareness of their neighborhood and possible safety concerns
- 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

Qualifications:

- BA in Social Services, Social Work, Sociology or related field
- One year experience in social work
- Current CPR and First Aid cards
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Head Start experience (preferred)
- Community service experience (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

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
- Instructs, lead, train and facilitate others in a group setting

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