**Job Description**

Puget Sound Educational Service District

**Family Advocate/Family Support Specialist**

**Purpose Statement**

The job of Family Advocate/Family Support Specialist is done for the purpose/s of determining eligibility for program, enrolling families in program, enlisting parental involvement in child educational programs; working with parents in identifying and achieving goals; accessing support services; creating training programs; and facilitating positive parent, school and student relationships.

This job reports to Assigned Administrator

**Essential Functions**

* Administers Head Start program standards for the purpose of ensuring program eligibility and compliance with mandated regulations.
* Assesses family and infant/child needs for the purpose of determining eligibility and/or developing an action plan to remove barriers to child's success in school.
* Assists parents in a variety of areas for the purpose of developing an action plan to remove barriers to child's success in school and supporting the family in basic life skills.
* Develops individualized health, nutrition and family support plans for all enrolled children for the purpose of furthering family goals, plans, and success strategies.
* Embodies the principles and practices that form our culture and commitment to becoming an Antiracist Multicultural Organization for the purpose of meeting the Agency’s End: Success for Each Child and Eliminating the Opportunity Gap by Leading with Racial Equity.
* Maintains a variety of manual and electronic documents, files and records for the purpose of providing required information and/or documentation.
* Orients prospective participants for the purpose of establishing familiarity with program, services, and required processes.
* Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
* Plans and facilitates family meetings and parent involvement events for the purpose of providing for family support needs and complying with program regulations.
* Provides outreach to low income communities, community leaders and organizations for the purpose of recruiting families to Head Start, developing resources, and building partnerships with community members.
* Provides or assists with providing health screenings, immunization verifications, and outside agency referrals for the purpose of promoting needed treatment and complying with program requirements.
* Recruits selects and enrolls eligible children for the purpose of maintaining full enrollment and serving families most in need of services according to federal guidelines.
* Reports suspected incidents (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) to appropriate parties for the purpose of maintaining students’ personal health and safety and adhering to Education Code, district and/or school policies.
* Visits children's homes for the purpose of enrolling students in program, interviewing parents, informing parents/students of school and/or community resources and providing child development and parenting information.

**Other Functions**

* Assist other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: See competencies under Abilities below.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job- related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

**ANTIRACIST LEADERSHIP COMPETENCIES**

**CULTURAL PROFICIENCY**: Articulates and applies historical context of racism and understands the current reality of students and communities of color in order to support racial equity. Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet the Agency's End and goal of becoming an Antiracist Multicultural Organization in support of eliminating the opportunity gap.

**RACIAL EQUITY ADVOCATE**: Recognizes, supports, and engages in dismantling institutional racism. Partners with and is accountable to those with whom we are in a transformational relationship, including children, families, and communities of color.

**RACIAL EQUITY MINDSET**: Demonstrates awareness of biases, internalized racial superiority and oppression. Leads with a racial equity lens and actively uses the racial equity tool in meaningful ways.

**TRANSFORMATIONAL VALUES**: Contributes to valuable and positive, antiracist transformation in individuals, organizations, and social systems in an effort to actively progress across the antiracist multicultural institution continuum. Is able to foster a sense of community and shared purpose via collaboration and cooperation with others inside and outside PSESD. Embodies the principles and practices that form the Agency’s culture. Operates from an abundance mentality that recognizes opportunities, and is optimistic and realistic about the future.

**JOB-SPECIFIC COMPETENCIES**

**COMMUNITY AND FAMILY ENGAGEMENT**: Demonstrates knowledge and expertise related to engaging with stakeholders, including children, families and communities, to promote wellness and self-sufficiency.

**COURAGEOUS CONVERSATIONS**: Engages in uncomfortable or difficult conversations to explore others’ views in order to gain a shared understanding.

**PERSISTENCE AND RESILIENCE**: Steadily working toward Agency goals and remaining encouraged while navigating challenges and obstacles. Ability to stay engaged and present during difficulties and demonstrates capacity to effectively work through challenges.

**PLANNING, ORGANIZATION, AND PRIORITIZATION**: Assesses the work to be performed, and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.

**RECORDKEEPING AND DOCUMENTATION**: Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is some opportunity to affect the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience**: Job related experience is required

**Education**: Community college and/or vocational school degree with study in job-related area

**Equivalency**: AA Degree with progressively responsible job-related experience (ECEAP & Head Start Programs)

High School Diploma/GED and progressively responsible job-related experience (K-Postsecondary Programs)

**Required Testing Certificates and Licenses**

CPR/First Aid Certificate within 60 days of hire

**Continuing Education / Training** **Clearances**

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination, including TB Screen

(ECEAP & Head Start Programs)

Hepatitis B immunization within 120 days of employment

**FLSA Status Approval Date Salary Grade**

Non-Exempt