



## Job Description Family Advocate

---

**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Calendar:** 210 Days

**Experience Required:** One (1) year related work in social work is required.

**Minimum Education Requirements:** Bachelor's Degree in social work or a related field.

**Department:** Support Staff

**Direct Supervisor:** Early Childhood Principal.

**Primary Work Location:** Office setting.

**Certification:** CPR, Trauma Smart certification, Valid driver's license.

---

**Job Summary:** Provide crises intervention and support to children and families and serve as a resource and a liaison between the Early Childhood Program, the family, and the community

---

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Serve as an advocate for families enrolled in the Early Childhood Program and oversee delivery of social services to the families as needed.
- Make social service referrals and follow-ups to families as needed. Provide crisis intervention when needed.
- Provide each family an opportunity to engage in the family partnership process.
- Follow guidelines set by MidAmerica Regional Council (MARC) in policies and procedures and implement based on Center School District Head Start procedures and policies.
- Facilitate monthly parent/child activities for the program, preparing the agenda, scheduling guest presenters, assuring communication with appropriate community and staff members, and preparing the minutes. Assist parents in coordinating and scheduling activities, which they have helped to develop. Evening meetings are required.
- Spend no less than 75% of the work time (30 hours per week) in activities directly related to working with or in support of families.
- Provide individualized transition plans for children.
- Maintain familiarity with Head Start Performance Standards and Center Early Childhood Program goals, policies, and procedures.
- Recruit and enroll eligible children into the program.
- Maintain student files, keeping them current and complete.
- Document services provided to families in Child Plus.
- Make home visits to families as needed to support family partnership objectives.
- Participate in health screenings and work with Early Childhood Health Aide/Nurse to ensure parents follow up on health services.
- Support maximum center enrollment by following up on extended absences and replacing children as needed. Document all efforts.
- Promote partnerships with community agencies and businesses to enhance services to families.
- Encourage family involvement in all areas of the program.



## Job Description Family Advocate

---

- Work with families and with the bus company to set up transportation for the children; assist with daily bus problems; monitor buses until all students are delivered from both the morning and afternoon sessions.
- Attend workshops, meetings, trainings and in-service activities offered by Center School District and by Head Start.
- Submit monthly reports to appropriate Head Start specialists and to Early Childhood Administrator.
- Collaborate with all Early Childhood staff to achieve program goals.
- Perform related work as required.

### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Human behavior and individual differences in ability, personality, and interests.
- Best practices in learning and motivation.
- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

#### **Skills**

- Strong written and oral communications and relational skills.
- Interpersonal and organizational skills are required.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### **Abilities**

- Must be able to work flexible hours with some evening or weekend work.
- Must be able to successfully complete a background investigation.
- Work effectively with minimal supervision.
- Manage multiple tasks at one time.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

---

### **Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.



# Job Description Family Advocate

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

---



---



---

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date