



JOB DESCRIPTION

JOB TITLE: Head Start Family Advocate DEPARTMENT: CSC Head Start
REPORTS TO: Director of Head Start
SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this position
POSITION SUMMARY: Provides, coordinates and implements comprehensive social services in partnership with teacher(s) and members of the interdisciplinary team to Head Start children and families, including home visits, parent involvement, follow up and data entry.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Strong working knowledge of Head Start Performance Standards and other regulations.
2. Create mutually respectful relationships and maintain contact with assigned families through home, center and community visits, phone calls, and written communication.
3. Maintain written documentation of all family and agency contacts, plans, referrals, follow up activities, and outcomes.
4. Use strength-based interviewing techniques, the Family Needs Assessment and other life-skills assessments to assist families in setting goals to develop and implement their individual Family Partnership Agreement.
5. Ensure resource and referral information, parent training and support and needed services are provided to all families on assigned caseload in a timely manner. Facilitate access to social and health services.
6. Initiate and facilitate external agency and family staffings as needed. Work in partnership with collateral agencies to provide case management services.
7. In collaboration with other program personnel, participate in informal staffings and formal comprehensive monitorings in order to develop an analysis of family strengths and challenges. Communicate pertinent child and family information in a reciprocal manner with staff in order to inform, educate, plan and problem solve.
8. When requested, provide participation, coordination, content development and training for CSC Head Start families during Family Nights.
9. Work with Content Specialists to meet pertinent Performance Standards, share information and ensure comprehensive service delivery to families.
10. Must be available for varied working hours to accommodate family schedules.
11. Regular attendance is a requirement of this position.
12. Maintain a professional and courteous manner with co-workers and the general public.
13. Maintain confidentiality and exercise sound judgment concerning confidential information.
14. May be assigned other responsibilities that enhance program goals and objectives.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE:

Associate or Baccalaureate Degree in a related field and a minimum of one year experience working with adults in a teaching or counseling capacity. Will consider certification in social work, human services, family services and counseling. Experience with Head Start and/or preschool, Health and Human Services a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interview, assess and provide guidance using basic counseling practices.

Experience with motivational interviewing strategies and goal setting.

Knowledge of child development and family dynamics, especially related to families living in poverty.

Thorough knowledge of local and state resources.

Demonstrated ability to develop good working relationships with community resources, agencies, parents and with staff team members.

Excellent oral and written communication skills, computer skills, excel, outlook, data entry skills. Knowledge of Child Plus, TS Gold, Positive Behavior Intervention and Supports is desirable.

Bilingual (Spanish/English) preferred.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid Oregon driver's license, Food Handler certification, First Aid and CPR certification, TB/Tuberculin assessment, health verification, and complete a background check including fingerprinting according to Performance Standard Requirements and the Oregon Child Care Division Criminal History Registry, including fingerprinting.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and 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.

Ability to manage physically active children ages 3-5, within weight range of up to 50 pounds, including restraining, guiding, pursuing, withstanding sudden movements.

Ability to bend, stoop and lift or move.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

I certify that I have read and understand and can perform the essential responsibilities assigned to this position.

Employee Signature: _____

Printed Name: _____ Date: _____