

Job Description:

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|---------------------------|------------------------|---|------------------------|----------------|
| Job Title: | Family Advocate | Effective Date: | July 2021 | |
| Supervisor: | Team Leader | Entry Level Hourly Rate: | BA | \$13.08 |
| | | | AA | \$12.00 |
| | | | HS + Credential | \$10.92 |
| Employment Status: | Non-Exempt | Non-exempt - Employees, under the provision of the FLSA, are required to be paid by the hour and paid overtime for all hours worked in excess of forty (40) hours in a workweek | | |

Responsibilities:

- Implement Program vision, mission, goals, objectives, and policies.
- Know and assure compliance with state and federal regulations.
- Assure implementation of program service approaches, plans and procedures.
- Recruit and maintain maximum enrollment of Head Start, PA PreK Counts, and Child Care eligible children.
- Complete Program application process and assemble information gathered into the child/family file.
- Secure all necessary parental permissions including Request/Release of Information when needed.
- Maintain accurate information on children and families and assure it is entered into Program computer tracking system and is shared with appropriate Program team members.
- Partner with families to establish mutual trust and to identify family goals, strengths, and necessary services and supports and complete a Family Partnership Agreement.
- Refer families to appropriate community agencies and follow-up to assure delivery of needed assistance and update progress using the Family Partnership Agreement.
- Support families in their efforts to access services from adult education and job training programs and update progress using the Family Partnership Agreement.
- Update and furnish information about available community services.
- Assist in family emergencies and follow-up as needed.
- Make home visits following procedure.
- Maintain a positive working relationship with community schools to facilitate the transition of children, provide families with information and support to ease the transition, including special activities planned with each district.
- Maintain a professional rapport with community agencies, which serve as resources and provide additional services.
- Coordinate services for extended childcare hours needed by parents enrolled in job training or work programs.
- Organize Center (Parent) Committee, assist in developing and implementing Center Committee Plan, attend meetings and provide up-to-date information pertaining to the Program.
- Assist immediate supervisor, teachers, and parents in coordinating a family and community volunteer schedule.
- Encourage and promote meaningful family engagement including participation in Policy Council, committees, activities, surveys, and assessments.
- Schedule, conduct and participate in initial and weekly Family and Child Team (FACT) meetings, follow-up as needed and document following procedures.
- Provide teacher with information regarding children who may need special services, behavior concerns or are receiving such services prior to entering the Program (initial FACT meeting).
- Implement program-wide Positive Behavior Intervention Support (PBIS) approach.
- Model and teach consistently the PBIS expectations to: be safe; be respectful; and be a team player.
- Assist with orientation for children and families/parents.
- Promote an open, positive, team approach with co-workers and handle conflicts with parents and/or co-workers with respect, openness and fairness.
- Report the suspicion of child abuse and/or neglect following procedure and submit forms.
- Assure initial health appraisal and immunization record is obtained for each child upon enrollment, forward documents to the Health and Development Manager and assist parents as needed.
- Assure all health screenings are completed for each child following procedures and submit appropriate documentation to the Health and Development Manager.
- Conduct and/or assist with parent education and training.
- Transport parents, as needed, including Policy Council, Center (parent) Committee meetings, parent training, child's doctor visits, etc.
- Contact parents when children are absent and follow-up as needed.

Responsibilities:

- Assist immediate supervisor in monitoring transportation concerns and follow-up as needed.
- Report Program, center, child/family and/or co-worker related problems/concerns to immediate supervisor.
- Work collaboratively with the ERSEA Manager and Team Leader regarding the placement of new children, transfer of children, enrollment, attendance, and recruitment.
- Meet with the Team Leader to discuss chronic absentees, family noncompliance with health and development follow-up, other family concerns, transportation, Center Committee Plan, coordination of activities and other issues/concerns.
- Participate in the completion of the annual Program Self-Assessment.
- Provide accurate information to complete enrollment reports, attendance reports, family/child data and social service tracking reports that are required.
- Perform other duties as assigned by immediate supervisor and approved by the Executive Director.

Qualifications:**Education and Experience:**

Hired after November 7, 2016

- BA/AA degree in the Human Services field and experience working with adults and/or young children or;
- High School Diploma/GED and a commitment within 18 months of hire, to obtain a credential or certification in social work, human services, family services, counseling or a related field and experience working with young children and families within Child Development, Inc. or within a similar agency preferred

Skills:

- Ability to establish and maintain effective working relationships with the children enrolled in the Program, their families and professional colleagues.
- A patient and understanding manner with children and families.
- Ability to recognize and respect confidentiality.
- Ability to effectively communicate in oral and written form.
- Ability to use technology for communication, record keeping, reporting, and monitoring – Microsoft Office, Power point, Excel, and web-based software.
- Ability to take direction and follow through as expected.
- Ability to accept and exercise authority appropriately and make rational decisions.
- Ability to complete work assigned with minimal supervision.
- Physical ability to ascend/descend steps on a regular basis for the purpose of networking with community agencies and making home visits.
- Physical ability to lift/carry equipment/materials that may be needed for parent training.
- Physical ability to drive a Program vehicle for the purpose of transporting clients to and from needed services.
- Visual and auditory ability to observe and assess the safety of the home and/or center environment.

Requirements:

- Must receive a negative pre-employment drug-screening test.
- Must receive an initial health appraisal and Mantoux TB Test and a health appraisal every two years once employed.
- Must receive Child Abuse, Criminal History, National Sex Offender Registry and FBI Fingerprint Background Clearances.
- Must provide verification of COVID-19 Vaccination
- Must have a valid PA driver's license.
- Be punctual and reliable in attendance.
- Be professional, productive, and follow Program's Standards of Conduct, Conflict of Interest, and Confidentiality Policies.
- Participate in job-related training to enhance competence and job performance, including these annual requirements: Child Abuse Reporting, Fire Safety; and Emergency Preparedness.
- Work evenings and flexible hours when necessary.
- Travel as required.
- Ability to access center sites.
- Physical ability to perform manual work.
- Participate in performance assessments.

PHYSICAL ACTIVITY JOB REQUIREMENTS:

| Job Title: | Family Advocate | Effective Date: | July 2017 | |
|--|-----------------------------|---|---|---|
| PHYSICAL ACTIVITY | FREQUENCY OF ACTIVITY | | | |
| | Not At All Not Performed | Occasionally Up to 33% of Time 1-2.5 hours | Frequently 34% - 66% of Time 3- 4.5 hours | Continuously 67% -100% of Time 5-7 hours |
| Sitting | | | X | |
| Standing | | | X | |
| Walking | | | X | |
| Bending Over | | X | | |
| Twisting | X | | | |
| Climbing | X | | | |
| Reach Above Shoulder | | X | | |
| Crouching/Stooping | | X | | |
| Kneeling | X | | | |
| Balancing | X | | | |
| Pushing or Pulling | X | | | |
| Repetitive Use of Hands | | | | X |
| Fine Finger Dexterity | | | | X |
| Grasping - Simple/Light | | | | X |
| Grasping - Firm/Strong | | | X | |
| Lifting or Carrying: | | | | |
| • up to 10 lbs | | | X | |
| • 11-20 lbs | | | X | |
| • 21-50 lbs | | X | | |
| • 50 or more lbs | X | | | |
| Use of Head and Neck | | | | X |
| Frequency of Interpersonal Relationships Necessary to Perform Job | | | X | |
| Frequency of Stressful Situations Necessary to Perform Job | | X | | |

I have read this job description with the addendum for physical requirements and am able to perform the duties as stated.

Team Member Signature

Date

HR Manager and Team Leader Signatures

Date