



Family Advocate Job Description

AUDUBON AREA COMMUNITY SERVICES, INC.
HEAD START PROGRAM
Job Description

Program: Head Start
Job Title: Family Advocate

Hourly Grade: 6
FLSA: Hourly/ Non-Exempt

This job description is a record of the essential functions of the listed job. It provides the employee, administration, human resources department, applicants, and other agencies with a clear understanding of the job. The existence of the approved job description is not intended to limit normal change and growth.

I. OBJECTIVE OF THE JOB (PURPOSE):

The family advocate creates, provides, and coordinates services and activities with families and communities that foster strength, healthy living, and overall well-being. They also provide support in a case management style and act as a liaison between families, staff, the community, and other family-related services. The family advocate encourages all family members to become advocates for their children and family.

II. SPECIFIC RESPONSIBILITIES AND DUTIES:

- A. The greatest number of eligible children participates in the Head Start program as current funded slots allow.
 - 1. Identify and recruit Head Start-eligible families and children, including children with disabilities and underserved populations.
 - 2. Select participants for the Head Start program based on the established plans and procedures.
 - 3. Maintain funded enrollment level in accordance with enrollment requirements.
 - 4. Provide appropriate follow-up when absences are frequent.

- B. A trusting, collaborative, partnership building process is implemented with each family.
 - 1. Respect the diverse values and cultures of the families served.
 - 2. Recognize and identify each family's risk and protective factors.
 - 3. Establish professional roles and boundaries in working with families.
 - 4. Recognize and promote family's readiness and willingness to participate in the program.

- C. The lives of parents/guardians are enhanced through active participation in the program with staff support.
 - 1. Orient families to the program according to the established orientation plan.

2. Make home visits and contact the family as needed or required by agency plans and procedures.
 3. Use the family partnership pre-assessment throughout the year as a guide to help families reassess their needs.
 4. Provide support to families of children with disabilities.
 5. Facilitate parent/guardian involvement in the program.
- D. Community resources are maximized through collaborations.
1. Facilitate the delivery of services to children and families through collaboration with community partners.
 2. Actively participate in community resource planning and related work to establish and foster strong partnerships.
- E. Documentation and recordkeeping are completed timely and accurately and maintained as required by all applicable regulations.
- F. Teamwork among staff promotes positive growth and development of families.
1. Actively participate in and contributes to child staffing on a regular basis.
 2. Exhibit flexibility in day-to-day operations and in providing needed services to families.
 3. Actively participate in two-way communication among co-workers to ensure all staff is informed of pertinent information as it pertains to the center and classroom activities.
 4. Participates in activities designed to ensure program quality.

III. UNIVERSAL STANDARDS:

- A. Positive relationships are developed with staff, parents, children, and the community.
1. Build relationships based on mutual trust and rapport.
 2. Approaches all issues with a win-win attitude that respects the dignity of all parties.
- B. Actions and statements of staff, as a representative of the agency, promote and progress the agency mission.
1. Convey a clear understanding of the organization's vision.
 2. Demonstrate agency and program values in job performance.
 3. Has a general knowledge of roles and responsibilities of other positions within the program.
- C. Professional knowledge, skills, and attitudes are enhanced by the utilization of opportunities and resources available.

- D. Confidentiality is maintained in accordance with agency policy and according to federal, state, and local regulations.
- E. Responsibilities are carried out to a successful completion.
 - 1. Meet scheduled deadlines and perform routine tasks with minimal supervision.
 - 2. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
- F. Desired results are achieved with children, parents, staff, and the community by effectively using all forms of communication.
 - 1. Demonstrate the knowledge of and the ability to effectively use communications tools (e.g., telephone system, e-mail, fax, etc.).
 - 2. Demonstrate effective and respectful oral and written communication skills with staff, parents, children, and the community.

IV. PHYSICAL DEMANDS:

- A. The above listed position requires the following physical capabilities:
 - 1. Ability to lift, manipulate, and move objects weighing no more than 60 pounds from one place to another.
 - 2. Ability to lift objects from the floor to 18" inches above the shoulder.
 - 3. Vision sufficiently correctable to permit full performance of all job duties.
 - 4. Ability to drive or provide transportation for required travel in specified county, counties, or service area.
 - 5. Wide range of mobility, including walking, running, climbing (step stool), sitting, stooping, bending, and carrying, necessary to perform job related activities, and possible evacuation in emergencies.
 - 6. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, typing, and writing.

V. EDUCATIONAL REQUIREMENTS:

Minimum of high school diploma or general education development (GED) required. Associate or bachelor's degree coupled with six months related experience preferred.

VI. ACCOUNTABILITY:

The family advocate reports to the local area manager.