

# ALTA HEAD START

## JOB DESCRIPTION – FAMILY ADVOCATE

**POSITION:** Family Advocate  
**DEPARTMENT:** Family and Community Services  
**SUPERVISOR:** Family and Community Service Manager  
**STATUS:** Non-Exempt  
**RATE:** Commensurate with Alta Salary Scale

### JOB SUMMARY:

This position is responsible for making home visits and assisting children and families by providing resources and making referrals. Assists or locates assistance in crisis; keeps and maintains confidentiality of records on individual cases; serves as a liaison between family/client and community services; helps implement eligibility, recruitment, selection, enrollment and attendance. Responsible for the accuracy and maintenance of child files, enrollment applications, etc. This position also assists with the completion of the child health requirements and other required screenings and assessments.

### ESSENTIAL FUNCTIONS:

1. Coordinates with center staff to integrate family partnership goals with classroom efforts and to ensure integrated child and family curriculum.
2. Participates in team functions of planning, implementing and evaluating Family and Community Partnership goals and objectives.
3. Participates in in-service, workshops, conferences as needed or assigned.
4. Recruit, enroll, and obtain appropriate records of children and families to ensure full enrollment and a full wait list for HS and EHS programs. Inputs enrollment data and other required information into Child Plus software accurately and in a timely manner.
5. Maintains accurate and substantial case notes for each family on caseload and inputs them into the Child Plus software in a timely manner.
6. Conducts home visits to facilitate family plans, assists families in achieving identified goals and follow-up on referrals.
7. Acts as a case manager and works cooperatively with local agencies to assist families to linkup with services in the local community.
8. Assists with the completion of the child health screening, other required screenings and assessments and is familiar with referral requirements.
9. Conducts and documents follow-up on all referrals.
10. While respecting family confidentiality, regularly shares information with teachers to ensure coordinated services that meet the needs of individual children and families.
11. Coordinates with center staff to promote parent involvement in the program as a classroom visitor, volunteer, employee, and/or participant in family events.
12. Develops a working knowledge of community resources. At least annually, visits with major agencies for service delivery updates and Community Resource Guide updates. Promotes effective community support for families by coordination and advocacy for services with community agencies.
13. Refers families for emergency or crisis assistance.
14. Coordinates or refers families to opportunities for continuing education, employment training and other employment services through formal or informal networking in the community.

**Disclaimer:** The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

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15. Provides with respect to each participating family, a family needs assessment that includes consultation with such parents about the benefits of parent involvement and about the activities in which parents may choose to participate.
16. Arranges for education and other appropriate intervention including opportunities for families to participate in counseling or to receive information on mental health, substance abuse, child abuse and neglect and domestic violence.
17. Attends parent/teacher conferences, as requested and assists teaching staff with Parent Committee meetings, Family Nights, socializations and other parent activities in order to advocate for HS/EHS children and families.
18. Assists families in making the transition into and out of the Early Head Start/Head Start Program.
19. All other duties as assigned.

### RESPONSIBILITIES/EXPECTATIONS:

- Support Alta principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.

### PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

### QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.

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**EDUCATION/EXPERIENCE:**

Minimum of an Associate’s degree in Social Work, Human Services or related field required, Bachelor’s degree preferred. Relevant on the job experience may be taken into consideration in the absence of formal education.

**SUPERVISORY RESPONSIBILITIES:**

**NONE**

**WORK CONDITIONS:**

Variable hours of work which may include overtime and weekends and occasional travel. May be asked to fill in at other centers or classrooms as needed for program operations.

By signing, I acknowledge that I have read and understand this job description. I also acknowledge and agree to comply with all policies and procedures as outlined in the Alta Employee Handbook.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HR Representative/Supervisor

\_\_\_\_\_  
DATE

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