

EASTERN IDAHO COMMUNITY ACTION PARTNERSHIP JOB DESCRIPTION

Position Title: Family Advocate
Department: Head Start/ Early Head Start Program
Supervisor: Center Manager
Position Status: Non-Exempt, Hourly
Last Reviewed: April 2023

POSITION SUMMARY

To promote parent involvement programs that encourage the educational, social, and emotional development of all Head-Start families through in-home instruction to parents and children, which will enhance the parents' ability to fill the role of primary educator of the child. To maintain ongoing contact with families and work with all other components (health, nutrition, family services, mental health). Engage in regular motivational communications with parents and children; provide education, information, and support using home visits, parent meetings, and regular newsletters. Operate as a liaison between classroom and home settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Schedules, plans, and completes home visits with families.
2. Partners with families utilizing a strength-based approach of goal setting and developing a Family Development Plan.
3. Encourages and assists families in the documentation of in-kind hours.
4. Provides information on the child's progress in the classroom and functions as a liaison between the family and the teaching staff.
5. Informs families of community services, resources, and completes referrals, when necessary.
6. Meets families where they are when scheduling home visits during the week as well as be available for Saturday visits (if needed and cleared by immediate supervisor).
7. Assist in Parent orientations.
8. Must be available for crisis intervention including extra home visits.
9. Assists parents in becoming their children's advocate as they transition from Head Start to Elementary school or from program to program.
10. Attend Head Start Parent meetings/training each month and participate in planning and implementation which may include recruiting speakers, arranging for food, and providing educational opportunities for parents including male involvement activities.
11. Attends child-staffing meetings to discuss selected children and/or families.
12. Attends scheduled mandatory pre-service and EICAP all Staff training.
13. Participates fully in recruitment activities as directed by the Center Manager.
14. Encourages parent volunteers in all aspects of the Head Start program, especially in the classroom setting.
15. Respects, encourages, and supports volunteers in their efforts.
16. As an employee of EICAP, you will assume the responsibility of understanding your role in accomplishing the strategic goals and performance measures of the Agency.
17. Maintain strict confidentiality of client files and adhere to EICAP's policies, procedures and standards of conduct at all times.
18. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
19. Exhibit a positive and professional attitude toward others, including parents, co-workers, community members, center visitors, and volunteers.

20. Complete other tasks, as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities expected of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in social work or Human Services preferred. A Family Development Credential from an OHS certified provider is also acceptable.
- Willingness to complete the Family Development Training offered by EICAP within 18 months of hire, if a degree has not been completed.
- Strong verbal and written communication skills, ability to deal objectively with sensitive family issues situations in a non-threatening manner.
- Ability to work as a team member.
- Good organization and record-keeping skills.
- Ability to promote family involvement in all aspects of the program.
- Prefer a minimum of two years' experience in family social services setting such as crisis intervention and providing training in self-help skills.
- Prior home visiting experience preferred.

SKILLS and ABILITIES

- **Language Skills:** Must be proficient in English.
Ability to read and interpret general business procedures. Ability to write reports and business correspondence. Ability to communicate effectively in oral and written form. Ability to speak effectively before groups of clients, community members, or employees.
- **Mathematical Skills:** Ability to apply basic concepts of mathematics. Ability to calculate and apply figures and amounts such as fractions, percentages, and proportions to practical situations.
- **Reasoning Ability:** Ability to interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to solve practical problems and deal with a variety of work situations within the scope of the job.
- **Computer Skills:** Proficiency in Microsoft Office Suite and computer literacy regarding email, internet and program specific software and databases.

OTHER SKILLS and ABILITIES

- Knowledge of behaviors of children ages birth to five.
- Working knowledge of available community resources and Head Start Performance Standards.
- Ability to work at a rapid pace in a hectic environment.
- Ability to speak, write and understand Spanish is a plus.
- Must be able to occasionally travel outside of service area.

CERTIFICATES, LICENSES, and REGISTRATIONS

- Must have a valid Idaho driver's license.
- Reliable transportation with proof of current automobile insurance.
- Successful completion of a criminal background check.
- Must have or obtain childcare license, as locally required.

- Physical exam and Tuberculosis (TB) screening required.
- Must possess current CPR and First Aid certification or be able to certify within 90 days of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee must have adequate physical ability to move quickly in order to respond to active children that may need redirection to ensure their safety or the safety of others in the environment; is regularly required to sit, talk or hear; is frequently required to use hands to handle objects, and to stand, walk, and reach with hands and arms; also to stoop, kneel, bend, and sit on the floor.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be subjected to noise generated by children at work. He/she may occasionally work near moving mechanical equipment. Office machines, including computers, are a constant companion of the successful candidate for this position. The noise level in the work environment is usually moderate. The employee may occasionally be exposed to cleaning agents and bodily fluids; the incumbent must use universal precautions and appropriate personal protective equipment at such times.

Eastern Idaho Community Action Partnership is an EEO Employer.

My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.

Employee's Signature

Date