

## **FAMILY ADVOCATE JOB DESCRIPTION**

### **Job Requirements**

Graduation from high school or GED and experience or training in a social service, health, or disabilities related field. Migrant Head Start family advocate must be bilingual (Spanish/English) to assist families with translation of verbal and written communications with community service providers, businesses, and employers.

Must be able to do the following:

Communicate effectively, both orally and in writing;

Proficiently use a personal computer;

Must have own transportation, a valid driver's license, and vehicle insurance as required by Louisiana law.

### **Nature of Work**

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

The incumbent has no direct supervisory responsibilities, but is expected to establish and maintain a cooperative working relationship with all other staff members.

The center director provides supervision and evaluation of the family advocate.

The center director and Regina Coeli Child Development Center (RCCDC) specialists provide training and technical assistance.

### **Job Duties and Responsibilities**

Learns and follows Head Start Program Performance Standards, RCCDC written work plan, and all RCCDC policies and procedures.

Assists the center director in identifying and recruiting eligible Early Head Start/Head Start families, including the recruitment of children with disabilities.

Assists families in applying for and enrolling in Early Head Start/Head Start using the HSFIS computerized process.

Establishes a comfortable working relationship with assigned families beginning at time of enrollment.

Assists families in developing Family Partnership Agreements based on strengths and needs.

Works with families, center staff, and center director to help identify all needs of assigned children and families, including special needs of children.

Provides parent education for Head Start and Early Head Start parents as required.

Establishes links and working relationships with appropriate service providers/community agencies.

Acts as a liaison and advocate for families to assure providers and agencies are user friendly to Early Head Start/Head Start families.

Empowers and encourages families to make use of all identified resources.

Works as a team with center director, home visitor(s), staff, and community resources to plan and implement all required screenings and evaluations of children including health and disabilities.

Ensures the completion of all screening, documentation, and follow-up services as required in the RCCDC written work plan.

Outlines clearly to parents the results of all screenings and evaluations and the need for additional follow-up services including immunizations, health, disability, and social services.

Follows RCCDC referral procedures as outlined in the Service Area Manual.

Informs parents of the need to schedule and keep appointments for all screenings, evaluations, and follow-up services.

Assists parents in scheduling appointments and provides transportation when needed.

Notifies teachers in advance of children's appointments and assists teachers in planning classroom activities that prepare the children for health services.

Communicates with teachers in a timely manner regarding children's health concerns, and special family needs and services.

Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.

Empowers and encourages families to participate fully in the program.

Conducts home visits when needed, alone or with appropriate staff, to follow up on progress or to make contacts when other means of communication/contact are lacking.

Works as a team with center director, home visitor(s) and all other staff to plan and implement meaningful activities for families.

Encourages assigned families to participate in parent orientation, parent committee meetings, Policy Council/Committee and other parent activities.

Assists with menu planning and the requisition/ purchasing process to obtain items needed for parent activities.

Works with center director to provide babysitting for siblings when necessary during parent activities.

Assists parents and staff with the planning and implementation of fundraising activities.

Works with teaching staff to plan home visits, parent/teacher conferences, and classroom volunteers.

Educates parents regarding the RCCDC Attendance/Tardiness Policy.

Contacts parents to verify absences and document reasons for absences in the master file as outlined in the Service Area Manual.

Conducts periodic classroom observations to determine how assigned children are functioning.

Documents information obtained through family contacts, disability services, and health screenings as outlined in the Service Area Manual.

Maintains up-to-date Child Master and HSFIS files on all assigned children.

Maintains confidentiality of all family information and records in accordance with the RCCDC Confidentiality Policy and Procedures.

Empowers parents to develop and foster healthy self-concepts to assist parents in fostering healthy self-concepts in their children.

Encourages parents to embrace the concept that they are their child's first teacher.

Maintains tracking of mobility on all enrolled migrant and seasonal families.

Assists families in obtaining medical or employment information from other states or countries.

Assists families to transition from RCCDC to other centers or Migrant programs.

Maintains current certification in Pediatric First Aid and Infant/Child/Adult CPR, and administers simple First Aid procedures in the event of an emergency.

Receives In-Charge and Medication Administration Training.

Attends all training opportunities as provided.

Contacts RCCDC specialists to obtain advice, training, or assistance.

Serves as in-charge person for the center in the absence of the center director when assigned to do so.

Performs any other task deemed necessary by the center director.

### **Job Classification and Compensation**

This position is assigned to the current pay plan based on degrees and certifications.

This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws.

It is understood that the employee will work the hours prescribed in the statement of hours to be worked.

Approved by RCCDC Board 2/11/2004  
Approved by RCCDC Policy Council 2/17/2004