**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**HEAD START FAMILY ADVOCATE I**

**Position Title:** Head Start Family Advocate I

**FLSCA Status:** Non-Exempt

**Work Schedule:** Monday through Friday 7:00 a.m. – 4:00 p.m.

**Job Status:** Full Time

**Supervised by:** Family Advocate Supervisor

# POSITION SUMMARY

Under the direction of the Head Start Family Advocate Supervisor, the Head Start Family Advocate I will perform as a resource person for services for children and parents. Coordinate the outreach, recruitment and enrollment of children for the Head Start Program. Complete children assessments, family partnership agreements, family surveys and enrollment applications. Implement a comprehensive family services plan that identifies family goals, strengths, necessary services and other supports. Provide information and assistance to enrolled families in need of emergency assistance to include making referrals and providing individual case follow-up. Make regular and frequent home visits. Prepare and maintain detailed child and family records, and maintain confidentiality of all information acquired.

# JOB DUTIES

* Help families build on their strengths, develop a plan to address and support areas of concern.
* Assists with recruitment within assigned area and publicity efforts.
* Assists with the enrollment of children by completing application procedures and forms.
* Help families identify and access needed resources; health, mental health, social services, housing, employment, education, and training. Keep record of contacts and put them on Child Plus.
* Serves as advocate for the needs of parents. Provide parents with a listening ear to help them objectively view their problems and search for reasonable solutions. Refers parents for long term counseling or therapy and provides emotional support to parents in crisis.
* Meet frequently with each family by making regularly scheduled home visits and other contacts, as needed, to assure that changing needs are identified and each child and family receives the full range of services required under Head Start Performance Standards.
* Secures and assists community groups who wish to provide services to the Head Start program, its children and/or families.
* Participate in required trainings and meetings.
* Work in the classroom when substitute staff cannot be secured.
* Ensure and maintain accurate, up to date, records according to HS Performance standards and program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate, ensure accurate data entry.
* Provide all information requested for program documentation in a timely manner.
* Interact with and maintain cooperative relationships with people of diverse backgrounds and cultures.
* Maintain professional relationship with parents, staff, community service providers and referral resource agencies.
* Comply with policies and procedures of JLHCA, Inc. Head Start/Early Head Start, Administrative Regulations, Head Start/Early Head Start Performance Standards, and applicable Federal and State Regulations.
* Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely, and professional manner. Participate with a positive attitude and behavior in all program activities.
* Perform other duties as assigned and reasonably within scope of duties listed above.

# POSITION QUALIFICATIONS

* Baccalaureate degree, (minimum), preferably related to Social Work, Early Childhood Education or related field.
* Prefer individual fluent in English and Spanish.
* Ability to work with disadvantaged families.
* Good interpersonal skills and ability to work effectively as a team member and with existing social service agencies, health departments, etc.
* Good organizational skills. Ability to be flexible and accept new tasks.
* Lifting children weighing up to forty (40) pounds.
* Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
* Annual physical and TB screening.

# LICENSES AND CERTIFICATIONS

* Certification in Infant and child CPR and First Aid.
* Complete Fire Safety Training annually.
* Continued enrollment in Child Care division-Criminal History Registry is required.
* Physician statement of good health and provide personal statement of annual physical.
* Have negative results of TB test before beginning to work and on an annual basis.
* Valid NC Driver’s License.
* X Walking X Sitting X Pushing X Climbing
* X Stooping X Standing X Kneeling X Crouching
* X Lifting (40lbs.) \_\_X\_ Bending

**I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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