

POSITION TITLE: Family Advocate

RESPONSIBLE TO: Family Advocate Supervisor and PFCE Manger

WORK SITE LOCATION: Various

HOURS OF WORK: 40 hours/week – 9-10 months/year

DAYS PER WEEK: Monday – Friday, 8:00am - 4:30pm

SALARY RANGE: Based on education and experience

STATUS: Regular Full Time/Non-Exempt

JOB SUMMARY:

To build a positive relationship between families and Head Start staff so that children can reach their goals and become successful students. To empower families to define and achieve realistic self-directed goals. To work directly with families, offering support based on their strengths, interests, and needs. To ensure that the program complies with Head Start Performance Standards, Minnesota Department of Human Services (DHS) regulations, and Minnesota Department of Education (MDE) regulations.

PRIMARY JOB FUNCTIONS:

1. Ensure compliance with Head Start's Parent, Family, Community, Engagement (PFCE) Performance Standards.
2. Meet scheduled deadlines and perform routine tasks with minimal supervision.
3. Establish connections with community agencies to support family/agency needs.
4. Ensure collaboration problem solving with families, staff and community partners.
5. Build relationships with families based on mutual trust and rapport.
6. Respect the diverse values and cultures of the families served.
7. Recognize and identify each family's risk and protective factors.
8. Establish professional roles and boundaries in working with families.
9. Provide families with home visits/contacts as needed or required by the agency.
10. Recognize importance of relationship building to constructively coach families through SMART goal setting.
11. Empower families to recognize family strengths and guide them throughout the year in reassessing their needs.
12. Facilitate parent/guardian involvement in the program.
13. Facilitate the delivery of services of children and families through collaboration with community partners.
14. Complete documentation and recordkeeping timely and accurately and maintain as required.
15. Exhibit flexibility in day-to-day operations in order to provide needed services to families and classroom staff (subbing and event planning).
16. Actively participate in two-way communication among co-workers to ensure all staff is informed of pertinent information as it pertains to the well-being of the families.
17. Actively participate in community resource planning and relate work to establish and foster strong partnerships.
18. Recognize importance of time management and being prepared to work with families.
19. Recognize and promote family's' readiness and willingness to participate in the program.
20. Assist in the identification and recruitment of Head Start-eligible families and children, including children with disabilities and underserved populations.
21. Assist families in completing required paperwork.
22. Attend required meetings and trainings.

SKILLS AND QUALIFICATIONS:

1. Ability to relate to families on a one-to-one basis in areas of self-sufficiency.
2. Hold a CDA Preschool Credential.
3. Work experience in Community Service based programming preferred.

4. Past or present Head Start parent or student preferred.
5. Ability to keep accurate up-to-date documentation with follow-up.
6. Ability to organize schedules.
7. Be dependable and punctual.
8. Ability to be sensitive, respectful and accepting of all families.
9. Demonstrate agency and program values in job performance.
10. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
11. Maintain confidentiality in accordance with agency policy and federal, state regulations.
12. Continued training in Early Childhood and related field. (2% of hours worked)
13. Knowledge of area and population to be served.
14. Family Service Credential preferred.

AGENCY REQUIREMENTS TO OBTAIN & MAINTAIN EMPLOYMENT:

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check
4. First aid and infant/child CPR
5. Pass an initial TB screening.
6. Pass an initial physical.
7. Obtain a Family Service Credential.

JOB RESTRICTIONS:

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives 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.

THIS JOB DESCRIPTION IS NOT INTENDED to be all inclusive, and employee will also perform other REASONABLE RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management as required. This does not constitute a written or implied contract of employment and may be revised by the agency at any time.

I acknowledge that my employment at Prairie Five Community Action Council is "at-will", meaning that the terms of employment may be changed with or without notice, with or without cause, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. I have entered into my employment with Prairie Five voluntarily, and acknowledge that there is no agreement or contract express or implied between Prairie Five and me for continuing or long-term employment. While supervisors and managers have certain hiring authority, no supervisor or manger or representative of Prairie Five has any authority to alter the at-will relationship.

I am able to perform the essential functions of this job without accommodations. IF an accommodation need should arise, the Prairie Five HR Department and the Head Start Director, need to be notified immediately.

Signature

Date