



# Northern California Child Development

## Tehama County Head Start



<b>Job Title:</b>	Family Advocate
<b>Reports to:</b>	Teacher/Social Services Manager
<b>FLSA Status:</b>	Full time, hourly, non-exempt

### PROFESSIONAL ETHICS

At Tehama County Head Start we subscribe to the Standards of Ethical Behavior as outlined in the NAEYC Code of Ethical Conduct. It is expected that all employees become familiar with the code and use it as a model for ethical and professional behavior.

### SUMMARY

Provide case management for Early Head Start Families. Provide Information, complete assessments, and deliver services in the Head Start component areas of education, health, nutrition, social services and parent involvement.

### ESSENTIAL JOB FUNCTIONS

- Maintain and reinforce confidentiality in all Head Start procedures among staff, volunteers, parents, children and community.
- Provide home visits as needed and/or required
- Other duties may be assigned at the discretion of the supervisor.

### Social Services:

- Participate in program recruitment/enrollment activities as assigned by the supervisor.
- Work collaboratively with parents to identify and continually access, either directly or through referrals, services and resources which are helpful to the families.
- Transport families using company vehicle to access community services or to attend Head Start functions.
- Assist parents in developing and implementing individualized family partnership agreements that describe family goals and strategies to achieve these goals.
- Assist parents in developing a transition plan and strategy when there is knowledge a child is leaving the program.
- Bilingual individuals may provide translation services for parent meetings and other Head Start meetings or events.

### Education:

- Build upon the principles of adult learning to assist, encourage, and support parents as they foster the growth and development of their children.
- Provide parents with any information they may need in the areas of health, parent-child relations, community resources, adult educational and vocational services.

### Disabilities:

- Guide families through the Child Study Team Process. Support, advocate for, and encourage families when an individualized Family Service Plan (IFSP) will be written with another agency.

- Work collaboratively with family and service workers from other agencies in order to bring about the most optimal outcome for the child.

**Record keeping:**

- Maintains records and documentation for each assigned family and those necessary for the completion of the Program Information Report (PIR) and program planning.
- Work collaboratively with family and service workers from other agencies in order to bring about the most optimal outcome for the child.

**Maintain professional standards:**

- Keep all scheduled appointments, attend mandated trainings and arrive on time.
- Maintain professional boundaries
- Responsible for reviewing and following-up on information given at meetings, through memos, email, etc;
- Work cooperatively as a team member

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience**

- AA degree or equivalent required, preferably in social work, psychology or related field.
- Must be flexible, able to work with families in a variety of settings and time frames.
- 2 years experience providing social or educational services to low-income and culturally diverse populations. (Education beyond the AA level in a Social Service-related discipline may be substituted for 1 year of experience).
- Ability to work a flexible schedule that includes evenings or weekends.
- Bilingual English/Spanish preferred.

**Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of young children, parents, staff and community groups.

**Mathematical Skills**

- Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**Other Skills and Abilities**

- Knowledge of Community Resources, Adult Learning Styles, and Child Development.
- Must be committed to a high standard of safety and be willing and able to comply with employer safety policies.
- Must maintain regular and acceptable attendance with agency Attendance Policy.

**Certificates, Licenses, and Registrations**

- Valid California Driver's License and clear driving record.

- Currently certified in First Aid and CPR.
- A current TB test and a statement of good health from a physician is required as a condition of employment.
- Ability to successfully complete criminal background clearance.

**Physical Demands**

- While performing the duties of this job, this employee is regularly required to stand, walk; handle or feel objects, tools or controls; and to talk and hear. The employee is occasionally required to sit for extended periods of time.
- The employee must regularly lift and/or move up to 20 pounds. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts and/or moves up to 60 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The employee is frequently required to work in outside weather conditions. The noise level in the work environment is usually moderate. Exposure to dust and fumes is minimal or non-existent.

**EMPLOYEE ACKNOWLEDGEMENT:**

I fully understand the responsibilities and standards as outlined in the position description, and I acknowledge that the description is not all-inclusive of the duties that may be assigned during the course of my employment. I certify by my signature below that I am able to perform the essential functions of this position description either with or without reasonable accommodation. I further understand that this is not a contract and does not guarantee employment for a specified period of time.