

Family Community Advocate

REPORTS TO: Site Manager

FSLA STATUS: Non-Exempt

STATUS: Full-Time

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for developing community linkages, advocates for families, provides case management, including coordination social service referrals, case management, follow-up activities to ensure the delivery of needed services, and other support services to children and their families within the Head Start Program.

Essential Functions:

The Family Community Advocate will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Family Community Advocate responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Family Community Advocate will demonstrate competency to perform essential functions that include:

- Provide information and referral services to help address family needs.
- Assist in the identification of center and other program option training needs for staff and/or parents.
- Coordinate and attend home visits.
- Remain compliant with performance standards, program policies, procedures and regulations.
- Incorporate community resources to carry out work duties and responsibilities.
- Facilitates monthly staffing's for all options.
- Refer the child and family to community resources as needed.
- Administer planning, organizing, developing, and implementing parent/staff activities with Center or other home-based staff.
- Maintain accurate, comprehensive records of referrals and follow up.
- Maintain current information on community resources. Updates the directory and the Parent Corner.
- Develop, maintain, and evaluate service linkages with the community and participate in associated meetings with parents and staff. Advocate for continued quality and new services as needed.
- Attend center, local and regional training programs, and staff meetings.
- Identify and refer crisis situations and problems to appropriate staff or agencies. Monitor and provide follow-up assistance.
- Conduct recruitment (ERSEA), field surveys, and needs assessment activities.
- Maintain strict child and family confidentiality.
- Network and or communicate with center, home-based staff and central office in order to assure that all pertinent information is disseminated.
- Monitor, assess and follow up on Average Daily Attendance (ADA) issues and maintain the ADA database.
- Travel within the PGCCS & Gila counties, including occasional overnight stays.
- Supervise other support staff as appropriate.
- Lead may be assigned per agency need. All associated duties will be required.

Minimum Qualifications:

- HSD/GED. CDA/ or ECE or Family Service Certificate preferred. Associate degree in ECE or Social Services preferred. All education must be from an accredited institute.
- Two yrs. of working with adults and experience with local community resources for referrals to families in need of services, management supervision to workplace situations and processes.
- Requires advanced computer skills in using word processing, data entry, Internet, e-mail
- Arizona Driver's License, proof of insurance, fingerprint card, Social Security card, CPR and First Aid, and provide a vehicle for program business.
- Food Handlers Card or Certificate within 30 calendar days of hire.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to read, write, and understand English

Knowledge, Skills, and Abilities:

- Knowledge of Adult Learning Styles, application of the principles of early care and education required.
- Ability to prioritize workload while being flexible and respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Excellent oral/written communications and team membership skills.
- Ability in public speaking, works independently, and communicates in a professional manner with internal and external customers.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgement:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature / Date
