

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: FAMILY ADVOCATE (Pre-School)

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: FAMILY AND CHILD SERVICES SUPERVISOR (Preschool)

ISSUE DATE: 6/07

GENERAL POSITION SUMMARY:

The Family Advocate position is responsible for the implementation of comprehensive direct services to the children and their families assigned to the Direct Service Team . Direct services include but are not limited to child development, health, nutrition, dental, mental health, disabilities services and social services. These services are provided in conjunction with the Teacher. This position is expected to be an active participant of the teaching team assisting in the classroom. The main responsibilities of this position to the Team is to assure the family services, health, nutrition and dental needs are completed as needed/required per the Head Start/ ECEAP Performance Standards. Job duties may vary due to center needs.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- X Maintain confidentiality and exercise sound judgment concerning privileged information.
- X Be able to effectively carry out duties and responsibilities as described in the Operations Procedures Manual.
- X Conduct or assist the enrollment of children and their families as directed.
- X As a member of the Team, generate, with Family(s), goals for each child/family in the class.
- X Conduct Family/Staff conferences and Family/Staff visits as outlined in the Operations Procedures Manual.
- X Assure that each family/child is linked to a system of health care and to ensure that the family has an ongoing source of continuous, accessible medical care, as available.
- X Assist Family/child with a doctor or dentist visit including transportation when necessary.
- X Do screenings as outlined in the Operations Procedures Manual.
- X Participate in staffing as assigned.
- X Be responsible for seeing that the Team members work with and support Families in getting the health, nutrition, and dental services needed by each child in the class and to also make sure the child is familiarized with these services prior to actually receiving the services.
- X Be responsible for seeing that families are adequately supported by the Team in working toward goals the family sees as THEIR needs to better their life situation and they are helped to initiate necessary steps toward obtaining these goals.
- X Be responsible for seeing that situations of child abuse and neglect are reported and followed up on in a timely manner per the Lewis-Clark Early Childhood Program (LCECP) guidelines in the Operations Procedures Manual.
- X Be responsible for ensuring that change of information, ie: phone or addresses of families are given in a timely manner to other staff members that need to know.
- X Identify and address all health related concerns about the child.

- X Assist with housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as needed.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: cont...

- X Participate in recruitment and applications as assigned.
- X Be knowledgeable of and carry out Lewis-Clark Early Childhood Program's (LCECP) Culture and Custom's Policy.
- X Assure that families are assisted in getting intervention services in crisis situations.
- X Document thoroughly all contacts and follow-up regarding family referrals.
- X The Family Advocate(s) are to assist families with family meetings and as needed at family sponsored activities.
- X Assist in maintaining materials, supplies and inventory assigned to the classroom as related to the team and site, as well as keeping the classroom clean. Also food preparation and kitchen duties as assigned.
- X Be instrumental in empowering families to help themselves to the best of their ability by offering support and guidance rather than doing "for" them.
- X Assure that the computerized child tracking instrument is kept up-to-date throughout the year.
- X Complete and turn in required paperwork in a timely manner as outlined by the Operations Procedures Manual, the Integrated Work Plan and the state and federal performance standards.
- X Maintain current information for Social Service Directory, Family health handbook, and making changes if necessary for yearly printing of these documents.
- X Maintain a neat, orderly, and safe work environment.
- X Other duties as assigned by the supervisor.

SECONDARY FUNCTIONS:

- X Assist in effectively implementing the curriculums stipulated in the operations manual to provide the most comprehensive safe and healthy learning environment for the children.
- X Assist in maintaining and tracking materials, supplies and inventory assigned to the Direct Service Team as related to the team and site.
- X Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- X Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- X Must be able to read, understand and implement professional materials.
- X Must be conscientious in looking for In-kind opportunity and record In-kind services appropriately to the agency.

JOB SCOPE:

- The Family Advocate performs duties as outlined by the Operations Procedures Manual. S/he actively participates by assisting the Teacher in the classroom as well as assumes responsibility for assuring that the "child health" and the "family services" requirements of the Head Start/ECEAP Performance Standards are fulfilled for each child/family assigned to the team.

SUPERVISORY RESPONSIBILITIES: NONE.

- No personnel evaluation responsibility (input only).

INTERPERSONAL CONTACTS:

- Has regular contact with enrolled families in the center and in the families' homes. The most common internal contact will be with own team members, other teams in the center and the site Family and Children Services Supervisor.
- This position will need to be conscientious that all employees represent the Lewis-Clark Early Childhood Program in the community, with other agencies and occasionally in the media.
- Contact with other teams and with families will often involve discussions and information about confidential/sensitive matters.
- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with “unconditional positive regard.”
- Employees are expected to keep their supervisor informed of issues, questions or concerns that may arise or come to their attention about LCECP. Such issues, etc. may come to employees from families and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- X Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- X Good conflict resolution skills are essential.
- X Must be willing to look at the bigger picture of the organization beyond the Direct Service Team.
- X Must be willing and able to assist and motivate adults and children in developing toward their full potential.
- X Must keep confidentiality regarding clients and staff.
- X Must be able to represent LCECP in a positive manner.
- X Ability to actively participate in team development and team-oriented processes and motivate others (families and staff) to do the same is required.
- X Must be able to read, understand, and implement professional materials.
- X Must be able to accurately and adequately generate, complete, and maintain written reports as described in the Operations Procedures Manual and the Integrated Work Plan.
- X Must have the ability and willingness to conduct ongoing positive interpersonal interactions with individuals and groups of children and adults. The ability to analyze and solve problems in a positive manner is essential.
- X A willingness to learn to use computers (hardware/software) is required.
- X Must be willing to get further education as needed/required to acquire, increase or maintain skills.

EDUCATION AND/OR EXPERIENCE:

- X Head Start – Social Service Competency Based Training (SSCBT) minimum requirement. AA degree in Social Work or related field preferred.
- X ECEAP – Associates of Art Degree in Social Service or related field or a Bachelor Degree in Social Work or related field.

JOB CONDITIONS:

Persons holding this position:

- Requires the employee to work in an early childhood environment the majority of the 32 hour classroom period, two/four days a week (on the floor interacting with a child/children and at child=s eye level often) unless there is a family need outside the classroom that required immediate attention.

JOB CONDITIONS: cont...

- Requires family/staff visits as outlined in the Operations Procedures Manual. These visits are often conducted in the homes of the families. Visits may need to be scheduled some evenings and occasionally on weekends.
- Must be able to lift up to 20 pounds regularly and 50 pounds in emergency situations. This would enable one to carry trays weighing 10-20 pounds to and from the kitchen up to four times a day as well as lift a child weighing up to 50 pounds if it were an emergency.
- Must pass a Health Screen and a criminal background check that meets required state, federal, and LCECP standards.
- Must possess a valid driver’s license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use; and provide proof of current vehicle insurance adequate to meet state insurance requirements.
- Must be willing and able to treat everyone with “unconditional positive regard” while performing your job duties.
- Must obtain a food handler card, if applicable.

Requirements by Percentage of the Workday

Physical Requirements	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting		X			
Standing			X		
Walking			X		
Running	X				
Bending/Crouching			X		
Kneeling/Crawling		X			

Lifting weight	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#				X	
10-25#		X			
25-50#		X			
50-75#	X				
75+#	X				

Environmental Exposure	0-10%	10-25%	25-50%	50-75%	75-100%
Hot			X		
Humid			X		
Cold			X		
Wet/Damp			X		
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

Additional Requirements

Math Requirement

- Moderate math, percentages, ratios, graphing, ability to perform simple and basic math in your head. Some geometry or algebra math with equations.

Language Requirement

