

LEWIS-CLARK EARLY CHILDHOOD PROGRAM

JOB DESCRIPTION

TITLE: FAMILY ADVOCATE (Preschool)

EXEMPT/NON-EXEMPT: NON-EXEMPT

REPORTS TO: FAMILY AND CHILD SERVICES SUPERVISOR (Preschool)

ISSUE DATE: 9/09

GENERAL POSITION SUMMARY:

The Family Advocate position is responsible for the delivery of comprehensive services to the children and their families; these include but are not limited to health, nutrition, dental and social services. It is the responsibility of this position is to assure the family services, health, nutrition and dental needs are completed as needed/required for each child and family assigned. This position is expected to be an active participant of the teaching team assisting in the classroom. Attendance and follow-up on referrals are primary responsibilities of the Family Advocate. In some centers recruitment, eligibility and enrollment are responsibilities of the Family Advocate.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Be able to effectively carry out duties and responsibilities as described in the Operations Procedures Manual.
- Conduct and assist with the recruitment and enrollment of children and their families as assigned.
- Develop a Family Partnership Agreement with each family.
- Conduct Family/Staff conferences and Family/Staff visits as outlined in the Operations Procedures Manual.
- Conduct daily health checks on each child as outlined in the Operations Procedure Manual
- Ensure that each family/child is linked to a system of health care.
- Support Families in getting the health, nutrition, and dental services needed by each child including transportation when necessary.
- Assist Family/child with a doctor and dentist visit Assure the child is familiarized with these services prior to actually receiving the services.
- Conduct screenings as outlined in the Operations Procedures Manual.
- Participate in staffing as assigned.
- Report child abuse and neglect and ensure follow up per the Lewis-Clark Early Childhood Program (LCECP) guidelines.
- Provide information, ie: phone or addresses of families to other staff members that need to know and update as needed.
- Assist with housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming as needed.
- Ensure that families are assisted in getting intervention services.
- Document thoroughly all contacts and follow up regarding family referrals.
- Assist families with parent group meetings and family sponsored activities as needed and directed.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: cont...

- Assist in maintaining materials, supplies and inventory.
- Keep data accurate and current within the tracking system(s) throughout the year.
- Complete and turn in required paperwork as assigned.
- Maintain current information for Social Service Directory and making changes if necessary for annual updates.
- Maintain a neat, orderly, and safe work environment.
- Other duties as assigned.

SECONDARY FUNCTIONS:

- Assist in effectively implementing the curriculums stipulated in the operations manual to provide the most comprehensive safe and healthy learning environment for the children.
- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- Must be able to read, understand and implement professional materials.
- Must be conscientious in looking for In-kind opportunities and recoding In-kind services appropriately to the agency.
- Support the Health Advisory Committee activities.
- Work with the parent committee to ensure a Policy Council representative is voted on to Policy Council
- Must be conscientious in looking for in-kind opportunities and recording in-kind services appropriately.

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 ensuring that the child health and the family service requirements of the Head Start/ECEAP Performance Standards are fulfilled for each child/family assigned.

SUPERVISORY RESPONSIBILITIES:

- None

INTERPERSONAL CONTACTS:

- Has regular contact with low income families in the center and in the families' homes.
- This person in this position must be conscientious that they represent the Lewis-Clark Early Childhood Program in the community.
- Contact with co workers 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 required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

SPECIFIC JOB SKILLS:

- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Good conflict resolution skills are essential.
- Must be willing and able to assist and motivate adults and children in developing toward their full potential.
- Must be able to represent LCECP in a positive manner.
- Ability to actively participate in team development and team-oriented processes.
- Must be able to read, understand, and implement professional materials.
- 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.
- The ability to analyze and solve problems in a positive manner is essential.
- Basic computer skills needed

EDUCATION AND/OR EXPERIENCE:

- Head Start – Social Service Competency Based Training (SSCBT) minimum requirement. AA degree in Social Work or related field preferred.
- ECEAP – Associates of Art Degree in Social Service or related field or a Bachelor Degree in Social Work or related field.
- Must be willing to get further education as needed/required to acquire, increase or maintain skills.

JOB CONDITIONS:

Persons holding this position:

- Requires the employee to work in an early childhood classroom environment approximately fifty percent of the work week. This involves interacting with children and at their eye level, sitting on the floor and in child size chairs. The Family Advocate may leave the classroom if there is a family need that requires immediate attention.
- Requires family/staff visits. These visits are 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 to obtain first aide and CPR certification if required
- 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

Less than 10#				X	
10-25#		X			
25-50#		X			
50-75#	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				
Indoor environmental elements (smoke residue, etc)		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

- Ability to read and understand complicated technical, scientific, legal or financial documents. Ability to convey complex messages in written and oral form.

Reasoning

- Ability to apply general guidelines to a wide variety of situations with several variables.

