

## Job Description

### FAMILY ADVOCATE

PACT for West Central Illinois

#### **ESSENTIAL FUNCTIONS**

1. Recruit all eligible families within assigned area. Completes family intake & enrollment process.
2. Orients families to the program.
3. Ensures all children's health screenings and follow-up are completed and required paperwork submitted. Maintains children's DCFS records at center sites.
4. Prepares and submits records including, but not limited to the following: time and mileage, home visit plans and results, attendance, inkind, & minutes of parent meetings. Maintains confidentiality of family and program records and information.
5. Partners with families to develop family goals and provide referrals and follow-up on family social service needs, including relevant paperwork.
6. Visits assigned families, working with parents or other primary care givers. Schedules make up visits when visits are canceled by program staff or the agency. Ensures updated daily schedule is given to site supervisor.
7. Serves as program contact with participant families integrating health, social services, special services and parent involvement activities in consultation with component Coordinators and other staff.
8. Maintains up-to-date knowledge of social services available in the community. Attends Interagency meetings and other community meetings as assigned by the Supervisor.
9. Serves as an advocate for participants with the program staff, agencies, and the community. Provides transportation as needed for participant families to medical, dental, and social service appointments. Ensures the health and safety of children during all program activities.
10. Communicates with Center Based Teachers on a regular basis to identify and coordinate all child and family needs.
11. Plans and prepares for parent committee meetings and family events to promote family engagement.

12. According to ability/assignment, translates PACT written materials into Spanish on an on-going basis, as directed by the Assistant Director and Site Supervisor. Interprets for Spanish speaking families on home based and center based home visits, at parent/teacher conferences, group meetings and other PACT activities.
13. Assumes the responsibility for the familiarity of and compliance with all Head Start Performance Standards, work plans, and Standard Operating Procedures. Attends all staff meetings and training activities. Supports the agency's mission and philosophy.
14. To the extent able, performs such other duties and responsibilities as assigned by the Supervisor, or as may be required under applicable agency programs, contracts, or grants.

Nothing herein shall be construed as limiting the authority of the Director or a Supervisor from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

## **QUALIFICATIONS**

Requires the commitment to Parents as educators of their own children.

If hired after November 7, 2016, must have, within 18 months of hire, a minimum of a credential or certification in social work, human services, family services, counseling or a related field. Prefer an Associate Degree or higher in Human Development or a related field or willingness/ability to obtain one of the above within two years from date of employment.

Requires knowledge or prior experience in child development and early childhood education and the principles of child health safety and nutrition.

Requires knowledge and experience in family dynamics, adult learning principles, and skilled in communicating with and motivating people.

Requires knowledge of community resources and the skills to link families with appropriate agencies and services.

Requires ability and willingness to follow and comply with written and verbal directions, assignments, and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff, and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of clients, and submit required program materials according to agency timelines.

Requires the ability to travel area wide, and to access the homes of clients within a designated territory. Requires reliable transportation, a valid Illinois driver's license, and proof of agency requirements for automobile insurance.

Requires the ability to tolerate varying weather conditions and temperatures in visiting clients' homes.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires the ability to lift and carry program materials and supplies into offices and homes, up to 30 pounds, or to assess the lift load in order to ask for necessary assistance.

Requires visual and auditory ability in order to ensure the safety of children at all times.

Requires the ability to use the telephone and other office machines, and to learn and comprehend computer word processing systems.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills.

REPORT TO: Family & Community Services Coordinator

EMPLOYED: 40 hours per week, 38-52 weeks per year

SALARY: \_\_\_\_\_

OVERTIME STATUS: Non-exempt