

## **WRIGHT COUNTY COMMUNITY ACTION JOB DESCRIPTION**

**POSITION TITLE:**           **HEAD START FAMILY ADVOCATE**

**POSITION PURPOSE:**   **To create, provide, and coordinate services and activities with families and communities that foster strength, healthy living and overall well-being. Provide support in a case management style and act as a liaison between families, staff, the community and other family-related services.**

**DUTY STATION:**       Assigned WCCA Head Start Center

**HOURS:**               Up to 40/week.

**SUPERVISOR:**       ERSEA/Support Manager

### **DESIRED SKILLS/QUALIFICATIONS:**

1.     Must have either a Bachelor' s (BA) or Associate (AA) degree in Early Childhood Education, Family Development, Social Work, or other similar human services related fields.
2.     Ability to work independently.
3.     Must meet State Licensing requirements for First Aid Training, CPR, physical examination, and Applicant Background Studies.
4.     Ability to relate to and work cooperatively with staff and parent committees.
5.     Ability to relate to and work comfortably with parents and children of low-income families.
6.     Experience and ability to work with non-English speaking parents and children.
7.     Must be able to work evenings, if necessary, to accommodate parents' schedule.
8.     Knowledge of and ability to work with inter-agency preschool education, human services, and related providers.
9.     Must have access to reliable transportation for and valid MN Driver' s license.
10.    Knowledge and experience in Head Start or Early Childhood programs.
11.    Must be able to utilize and operate computers in daily operations.
12.    Perform other duties as assigned.

**I. General Responsibilities:**

To assist families in completing original enrollment applications for their child, schedule and/or document appointments for medical, dental, and disability screenings, evaluations, and complete follow-ups as needed. Monitor classroom absences, attend and assist with parent committee meetings within their assigned caseload; encourage family participation. Conduct initial home visits or center visit or alternate location as desired by family.

**II. Specific Responsibilities:**

1. Recruit children/families for Head Start and provide recruitment activities in assigned communities.
2. Conduct eligibility interviews to determine and document eligibility following the selection criteria and accurately enroll them into the Head Start Program.
3. Assists teachers in Head Start classroom when there is a staff shortage and by providing necessary breaks throughout the day.
4. Prepares and maintains needed computerized and manual documentation of services, activities and communications with families.
5. Prepares and submits regular manual and computerized reports, correspondence, and newsletter articles, etc.
6. Coordinates family services and related referrals and follow-up for enrolled families through program staff and other community agencies and resources in an assigned area.
7. Assists staff and families to arrange for and access essential on-going social, financial, educational and emergency services for children and families.
8. Assists Managers and Specialists to provide and conduct needed parent training.
9. Responsible for tracking file documentation of assigned families.
10. Responsible for conducting a minimum of 2 home visits per family per year.
11. Responsible for working cooperatively with service area specialists to ensure that individual services are integrated into a comprehensive program.
12. Maintain open lines of communication with all Head Start staff, enrolled children and families.
13. Attends and participates in assigned training, including bus monitoring and Family Service Credential Training, if needed.

14. Attends and participates in assigned meetings.
15. Assist with the coordination of parent involvement activities with Specialists including orientation of parent volunteers and parent meetings.
16. Must be able to utilize and operate computers in daily operations.
17. Perform other duties as assigned.

**Confirmation of Understanding:**

I verify that I have received and read my full job description and understand the scope of my responsibilities in this role and my commitment to Wright County Community Action.

**Print Name**\_\_\_\_\_

**Signature of Employee**\_\_\_\_\_ **Date**\_\_\_\_\_