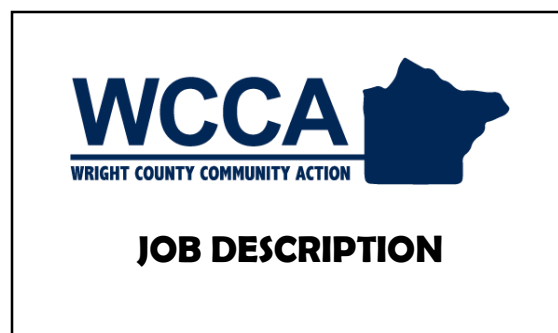


Department/Division: Head Start
Reports To: Head Start Director
Supervises: None
Status: Contract, Full-Time
Duty Station: Assigned Head Start Centers



Family Advocate

Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency's goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The Family Advocate creates coordination between Head Start services and community resources in order to foster strength and healthy living in our client's lives. This role provides support in a case management style and acts as a liaison between families, staff, the community and other family-related resources.

Education and Experience

- 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.
- Must meet State Licensing requirements for First Aid Training, CPR, physical examination, and Applicant Background Studies.
- Experience and ability to work with non-English speaking parents and children.
- Knowledge of and ability to work with inter-agency preschool education, human services, and related providers.
- Knowledge and experience in Head Start or Early Childhood programs.

Required Skills and Abilities

- Ability to relate to and work cooperatively with staff and parent committees.
- Ability to relate to and work comfortably with parents and children of low-income families.
- Must be able to work evenings, if necessary, to accommodate parents' schedule.
- Must have access to reliable transportation for and valid MN Driver's license.
- Must be able to utilize and operate computers in daily operations.
- Ability to work independently.
- Perform other duties as assigned.

Essential Job Functions and Responsibilities:

1. Support and model WCCA's Behavioral Competencies:

Making People Matter	Organizational Success
Commitment to Mission, Vision and Values Advocate for the People We Serve Accessible and Open to the Public Commitment to High Quality Honest, Fair & Trustworthy Respect and Value Others' Perspectives Foster Feelings of Hope	Continuous Learning/Development Display Leadership Qualities and Ownership Process Improvement Efficient Use of Resources Support Diversity and Understand Related Issues Teamwork/Cooperation Recognize Others' Achievements
Job Effectiveness	Open to Change
Planning/Organizational Skills Sound Judgment & Effective Decision Making Productive and Results-Oriented Effective Communication Dependable & Responsible Job/Organizational Knowledge Display Initiative	Resilient in the Face of Challenges Focus on Longevity/Sustainability Resolve Conflicts Constructively and Collectively Support Others Creativity/Innovation Positivity

2. Head Start Specific Responsibilities:

- Recruit children/families for Head Start and provide recruitment activities in assigned communities.
- Conduct eligibility interviews to determine and document eligibility following the selection criteria and accurately enroll them into the Head Start Program.
- Assists teachers in Head Start classroom when there is a staff shortage and by providing necessary breaks throughout the day.
- Prepares and maintains needed computerized and manual documentation of services, activities and communications with families.
- Prepares and submits regular manual and computerized reports, correspondence, and newsletter articles, etc.
- 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.
- Assists staff and families to arrange for and access essential on-going social, financial, educational and emergency services for children and families.
- Assists Managers and Specialists to provide and conduct needed parent training.
- Responsible for tracking file documentation of assigned families.
- Responsible for conducting a minimum of 2 home visits per family per year.
- Responsible for working cooperatively with service area specialists to ensure that individual services are integrated into a comprehensive program.
- Maintain open lines of communication with all Head Start staff, enrolled children and families.
- Attends and participates in assigned training, including bus monitoring and Family Service Credential Training, if needed.
- Attends and participates in assigned meetings.
- Assist with the coordination of parent involvement activities with Specialists including orientation of parent volunteers and parent meetings.
- Must be able to utilize and operate computers in daily operations.
- Perform other duties as assigned.

Physical Requirements and Working Conditions

Job Specific Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Sitting			X	
Standing/Walking		X		
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing up to 30 pounds	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



January 1st, 2019

Approved By: Executive Director/Date



January 1st, 2019

Approved By: ADA Compliance/HR Director/ Date

Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: _____

Employee Signature

Employee's Name (Printed)