

**WALDO COMMUNITY ACTION PARTNERS**  
(Job Description)

**POSITION:** Family Advocate

**GENERAL SCOPE OF DUTIES:** Engage Head Start families in goal setting, acquiring resources, social networking, training, transitions and participation in Head Start program activities and services. Support Head Start collaborative programs to maintain and maximize the Head Start experience for all Head Start families. Align with agency mission in all aspects of work.

**EQUIPMENT USED:** All general office equipment including computer systems

**ESSENTIAL DUTIES:**

**Supporting Families:**

- Assist with and maintain Head Start recruitment and full enrollment for all program options
- Conduct home visits as indicated in the WCAP program plans engaging each family assigned to a caseload
- Establish an Individual Family Partnership Agreement (IFPA) with every Head Start family which is followed up and supported throughout their Head Start experience as required by the Head Start program plans and procedures
- Act as a referral and resource agent for all Head Start families
- Support and educate families through all transitions
- Support Head Start family members engagement in activities such as:
  - Local Parent/Family Group Committees
  - Head Start Policy Council
  - Training opportunities

**Supporting volunteerism:**

- Promote and facilitate family and community volunteer participation
- Assist volunteers with keeping completing accurate documentation of volunteer paperwork requirements
- Monitor and assist with the timely completion of weekly in-kind volunteer timesheets Aggregate, co-authorize and submit classroom in-kind sheets to the Head Start main office weekly

**Supporting Head Start Programming and Best Practices:**

- Update and maintain Eligibility, Recruitment, Selection, Enrollment & Attendance requirements
- Maintain current enrollment/waitlists data
- Assemble and maintain all child files according to the Head Start Child File Index
- Document all contacts with families as required in each child's file

- Enter and maintain required program and services data in the assigned programs data base
- Support family communication
- Assist with the production and distribution of the Family Packs/Newsletters
- Participate in monthly case conferencing and team/staff meetings
- Report all suspected cases of child/adult abuse and neglect to the Department of Health & Human Services and Head Start administration as required by law and WCAP policy
- Assist with annual program Self-Assessment
- Generate weekly and monthly program reports as outlined in the Family Services manual
- Complete other duties/tasks as assigned

#### **Leadership & Teamwork:**

- Building cooperative goals and relationships of mutual trust
- Works in collaboration with agency staff to facilitate a team environment
- Demonstrates effective communication skills in building relationships with all employees and clients
- Collaborates with all partner agencies to assure effective communication processes across agencies
- Exhibit a positive attitude and professional, confidential and collaborative approach with supervisor, co-workers, clients, partners and community
- Adheres to the policies in the use of computer technology and all tele-communication devices

#### **Professional Development:**

- Keep up to date on State and Federal regulations governing all aspects of the Head Start program relevant to this position
- Participate in all relevant Pre-Service and In-Service training and professional development activities
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position

#### **Safety and Wellness:**

- Actively promote safety and accident prevention within the workplace
- Report any unsafe conditions, incidents and/or accidents immediately to Human Resource Manager and any child related unsafe conditions, incidents and/or accidents to the Health and Safety Coordinator

#### **NECESSARY ABILITIES AND KNOWLEDGE:**

- Knowledge of local resources for families and the processes for accessing resources
- Ability to work in computerized data based system
- Must maintain confidentiality at all times
- Strong written and verbal communication skills

- Strong time management and organizational skills
- Proficient skills in Microsoft Word, Excel and Outlook
- Ability to interpret rules and regulations
- Ability to lift up to 35 lbs occasionally
- Must be flexible and able to work with multiple staff members
- Family Services Credential or 9 credit hours in social work or a related field preferred

**PREFERRED QUALIFICATIONS:**

- Bachelor's or Associate's Degree in Social Work, Human Services, Counseling or related field
- Family Services Credential or 9 credit hours in social work or a related field

**MINIMUM QUALIFICATIONS:**

- Two years experience working and/or volunteering in a social, family or human services field
- Must obtain a credential or certification in social work, human services, family services, counseling or a related field within eighteen (18) months of hire.
- Adequate transportation, a valid driver's license, and meet WCAP's insurance requirements
- Must be able to pass a physical examination and TB screening
- Ability to meet WCAP background clearance requirements
- High school diploma or equivalent

**REPORT TO:** Family Services Coordinator

**HOURS PER WEEK:** 40

**SALARY RANGE:** Hourly /Seasonal/Grade 6/Points 250

**STATEMENT OF UNDERSTANDING:**

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

\_\_\_\_\_  
Employee's Signature

Date