

Job description:

The Order of the Fishermen Ministry Head Start, Inc.

TITLE OF POSITION: FAMILY ADVOCATE

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. The Grantee ERSEA Manager and/or Human Resources Personnel will review this position description with the employee upon hiring. The Order of the Fishermen Ministry Head Start Administration may revise this description if there are substantial changes in the duties or if there is need for an update.

IMMEDIATE SUPERVISOR: ERSEA/PFCE Manager

A. GENERAL SUMMARY

This position assists agency's Family Advocates with the Recruitment of eligible families, Attendance Tracking in the ChildPlus Database through Case Management Procedures based on Head Start Regulations. It is the expectation that the Family Advocate will promote the agency and promote the Head Start Mission. This position supports the larger system of ERSEA service delivery model, thereby supporting the goals of the program. The position may involve reassignment of responsibilities as needed to support all area of service delivery inclusive of Health/Mental Health and Disabilities as deemed necessary for program operations. Other duties may be assigned based upon the immediate need.

B. ESSENTIAL JOB FUNCTIONS

Duties of the position are described in Major Functional Areas listed below.

1. EXAMPLES OF SPECIFIC DUTIES-- ESSENTIAL JOB FUNCTIONS

A. Recruitment and Enrollment

- 1) Assistance to the Family Advocate are expected to Recruitment potential families to ensure that established Enrollment Numbers are met and maintained to include a 10% Viable Wait List
- 2) Participates in Team Management functions of planning and implementing strategies that will ensure success of meeting enrollment.
- 3) Assist parents with resources as needed to support their life sustainability while in the program and thereafter. Refer families to resources that will enable parents to complete the Enrollment process without becoming stressful.
- 4) Participate in the establishment of Family and Community Partnership Goals and Objectives with the ERSEA/PFCE Team.

5) Participates in In-Service, Workshops, Networking Groups that focus on the resources available to support families.

B. Program Implementation

1) Works with enrolled families to ensure Attendance (ADA) Mandates of 85% are met.

2) Accompany Family Advocates when needed to conduct home visits when necessary regarding Extreme Absences.

3) Provide Resource Information to parents seeking help.

4) Provide Workshops and Training based upon Parent Interest Survey's.

5) Advocate for parents seeking Mental Health Services internal and external TOFMHS.

6) Act as support in the development of family plans and assists as needed in families achieving identified goals and follow-up on referrals.

7) Conducts and documents follow-up on all referrals.

8) While respecting family confidentiality, regularly shares information with Family Advocates, teachers and Manager to ensure coordinated services that meet the needs of individual children and families.

9) Coordinates with EHS-CCP Partner staff to promote PFCE in the program as a classroom volunteer and/or participation in family events.

10) Promotes effective community support for families by coordination and advocacy for services with community agencies. Develops a working knowledge of community resources. At least annually, visits with major agencies for service delivery updates and Community Resource Guide updates.

11) Refers families for Emergency or Crisis Assistance.

12) Assist in the coordination of referred families to opportunities for continuing education, employment training and other employment services through formal or informal networking in the community.

13) Performs community outreach to encourage individuals previously unaffiliated with Head Start/Early Head Start program to participate in its Head Start/Early Head Start program as volunteers.

C. Recordkeeping

1) Documents efforts to assist families in identifying their strengths, needs and sufficiency goals. Performs data entry functions as necessary to keep files up-to-date. Uses Child Plus or other database software.

2) In support of Family Advocates, records, monitors and follows up on referrals for support services for reporting requirements.

3) Submits reports as needed and requested, such as monthly summary tracking reports, etc. Follows up with families to determine whether the kind, quality and

timeliness of the services received through referral met the family's expectations and circumstances.

2. GENERAL JOB DUTIES-- ESSENTIAL JOB FUNCTIONS

- 1) Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- 2) Responsible for understanding Head Start Performance Standards and MI Child Care Licensing Regulations.
- 3) Expected to be knowledgeable of the regulations associated with prevention of occupational disease and injury, including the exercise of Universal Precautions and the prevention of contamination.
- 4) Positively represent and promote TOFMHS in the community.
- 5) Becomes thoroughly familiar with TOFMHS Employee Handbook: TOFMHS Policies and Procedures and adheres to them.

G. KNOWLEDGE AND ABILITIES

Knowledge: Considerable knowledge of the principles and practices of Social Work and Human Behavior. Knowledge of the Social Services and Health Services available in the area. Knowledge of Computer Data Entry processes. Knowledge of Family-Centered practices. Knowledge of local resources, Customs and Language helpful.

Abilities: Ability to know and implement the Head Start Performance Standards and requirements and policies of TOFMHS Head Start. Ability to exercise Professional Judgment in evaluating before making decisions. Ability to establish and maintain effective working relationships with staff, children, parents, outside agencies and the public. Ability to use computer for Data Entry functions. Ability to keep all information strictly confidential.

Language Skills

- Ability to communicate ideas and instructions orally and in writing.
- Ability to speak, read and write English well enough to understand and be understood by others.
- Ability to write reports and business correspondence.
- Ability to read, analyze, and interpret general Social Services Journals and Technical Procedures.
- Ability to speak before groups of individuals, such as Parent Committees and Staff Meetings.
- Some Bilingual fluency helpful (English/Spanish or English and other languages present in the local area).

Mathematical Skills

- Ability to calculate amounts by adding, subtracting, multiplying, dividing, and figuring percentages.

Reasoning Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions.
- Ability to summarize conclusions and instructions, then make recommendations and develop implementation strategies.
- Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.

Other Skills and Abilities

- Basic computer skills.
- Ability to exhibit patience and tact when communicating with children, families, staff, management, referral sources and the public.
- Ability to project professionalism in conducting daily activities.

H. EDUCATION AND EXPERIENCE

At minimum, five (5) years working in Human Services and/or Social Work field is required. Bachelor's Degree, required.

I. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Travel time to make contact with families and agencies is required.
- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.
- Some exposure to Communicable Diseases.
- Noise level in work environment may be moderate to loud.
- Some evenings and weekend work may occasionally be asked for events such as Home Visits, Parent-Teacher Conferences, Parent Committee meetings, Parent Events, etc.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

E.E.O.C. STATEMENT

The Order of the Fishermen Ministry Head Start (TOFMHS) is an equal opportunity employer. It is the policy of TOFMHS not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.

Benefits

Health, Dental, Vision, Life Insurance, Mileage reimbursement, EAP, Professional Development, PTO and Paid Holidays

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person