

Tri-County Community Action, Inc.

PROJECT HEAD START & EARLY HEAD START

JOB DESCRIPTION

JOB TITLE: Family Advocate Specialist

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time

GENERAL DESCRIPTION: Family Advocate Specialist will be responsible for implementing the goal setting process through the Family Partnership Agreements and the case management activities with the assigned children and families. He/she will provide information, referral and crisis intervention services to individuals and families. Must be able to communicate, write and read English. Spanish is a plus.

QUALIFICATIONS: High school diploma or GED required; B.S. in Education, Sociology or Social Work preferred. Experience will be considered. Must be a person with high moral and ethical standards. Must possess commitment toward working with families the program serves. Must be able to work cooperatively with co-workers and community representatives. Must be able to work in a positive way with the Policy Council.

DUTIES:

- Work with Policy Council to ensure 51% of parents serve and are elected at Parent Committees. Provide HS Director with information for roster. Ensure parents and community members are contacted about Policy Council meetings and have transportation to the meetings. Assist with child care and food service at meetings.
- Organize and schedule home visits with families assigned within 45 days of child's enrollment.
- Provide accurate and thorough information, referral and other resources assistant to families.
- After receiving appointment forms from the Health Manager, contact each family about the appointment, have releases signed, and arrange transportation, if needed.
- Collect health information from families if services have already been provided and provide to the Health Aide.
- Maintain current information on community resources and participate in local interagency council meetings like CRCG and ETHAN.
- Conduct intake interviews and assessments with assigned caseload, this includes the initial assessment and goal setting.
- Maintain monitoring documents for referrals and caseload.

- Ensure monthly progress notes are documented in Child Plus.
- Tally up in-kind and enter into Child Plus, turn in to Family Engagement Manager in a timely manner according to procedure.
- Complete end of the month reports in a timely manner.
- Participate in team meetings and assist with service planning.
- Enter Family Partnership Information in the Child Plus for assigned caseload.
- Maintain a positive relationship with community resources agencies and service providers. Conduct presentations to local civic/service organizations.
- Demonstrate appropriate respect for cultural diversity with all work-related contacts.
- Assist with Fatherhood Program.
- Check applications and complete SPPS form for each application. Assist in transition applications when needed.
- Scan and attach complete applications and reenrollment forms into the Child Plus System.
- Create initial Family Files as outlined in procedures.
- Assist parents in organizing themselves into parent committees according to DHHS/HS guidelines.
- Assist in providing support services for the parent committees by assisting in securing programs.
- Assist in seeing that proper documentation of parent activities is maintained by parent groups and Robert's Rules of Order are used when conducting meetings.
- Assist in ensuring that parents receive education in areas of nutrition, health, mental health, disabilities, and social services.
- Assist in providing HS/EHS recruitment materials to center base and home base sites and assist with recruitment community wide.
- Participate in all Parent, Family and Community Engagement materials. Implement the Parent, Family and Community Engagement Plan.
- Become familiar and implement the HS/EHS Relationship-Based Competencies for Staff who work with families.
- Assist in effective outreach efforts to obtain written community partnership agreements or MOU's with local ISD and other organizations.
- Become involved with every aspect of the agency. Working with parents in all component areas.
- Regular work hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Must be able to lift and /or move 20 to 25 pounds.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.

- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Performs any other assigned tasks relevant to the effective operation of the program or other tasks assigned by supervisor.
- Follow the four agency Behavior Competencies: Integrity, Teamwork, Professionalism and Compassion.

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Family Empowerment/Case Manager