



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Family Advocate
LOCATION: Head Start/Early Head Start Center
SUPERVISOR: Family Engagement/ERSEA Manager
WORKING HOURS: Monday - Friday, 7:30 a.m. - 3:00 p.m. (Typically) (Head Start); 7:15 a.m. - 3:15 p.m. (Typically) (Early Head Start)

JOB OVERVIEW:

The Family Advocate plays a crucial role in supporting the families of children enrolled in the Head Start program. This position involves direct interaction with families to assess their needs, provide resources, and foster an environment conducive to their growth and development. The Family Advocate helps families navigate through various services and ensures their active participation in the program.

KEY RESPONSIBILITIES:

Family Engagement and Support:

- Build and maintain rapport with families.
- Conduct home visits and update family information in ChildPlus software.
- Refer families to appropriate service agencies and follow up to document outcomes.
- Complete Family Partnership Agreements, Strength and Priorities Assessments, and Strength Matrix, documenting all follow-ups and outcomes.
- Coach families in achieving their goals and advocate on their behalf, teaching them to advocate for themselves.
- Assist families in emergency or crisis situations and support their transition to other programs or schools.

Program Support:

- Assist with transportation needs for appointments, meetings, and workshops.
- Support classroom activities to meet required child/staff ratios in emergency situations.
- Participate in and conduct parent development and safety education training.
- Recruit volunteers and conduct child abuse and neglect training.

Community and Parent Engagement:

- Engage parents in literacy and self-sufficiency training.
- Organize and support parent-child and community engagement activities.
- Facilitate Parent Committee meetings and train parents in meeting conduct and officer duties.
- Support the Fatherhood Initiative and related activities.

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance):

- Support recruitment efforts to maintain funded enrollment.
- Process initial eligibility and ensure completeness of children's applications and enrollment documents.
- Monitor and investigate children's absences, utilizing ChildPlus to track attendance.

DESIRED SKILLS AND QUALIFICATIONS:

- Strong ability to work effectively with diverse families and understand their needs.
- Knowledge of community resources and ability to establish professional relationships with service agencies.
- Excellent organizational and communication skills.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Social Services or a related field is preferred.
- Certification in working with families or at least one year of experience in a similar role.

Signature _____ Date _____

Updated 7/2024