Fort Belknap Head Start & Early Head Start

Position Title:	**Family Service Advocate**
Department:	**Education**
Program:	**Fort Belknap Head Start/Early Head Start**
Status:	**Full Time/Permanent**
Location:	**Reservation Wide**
Supervision Received:	**Family Service Manager**
Supervision Exercised:	**None**
Starting Wage:	**Non-Negotiable**

JOB SUMMARY:

The Family Service Advocate is responsible for recruiting and enrolling income-eligible children and families for the program, as well as representing the program as a community resource in delivery of high-quality family type services. The Family Service Advocate Employee will develop a trusting relationship as well work directly with the families and will be responsible for the administration, supervision, and implementation of Family Engagement and Family/Community Partnerships in all four service areas of Agency, Hays, Lodgepole, and Dodson communities as well as stay in compliance with the **HEADSTART PERFORMANCE STANDARDS and Fort Belknap Indian Community Policies and Procedures.**

GENERAL DESCRIPTION OF DUTIES:

1) Identify and recruit Head Start and Early Head Start age children and families who are income eligible to participate in the program. Recruiting and maintaining full enrollment will be all year round and highest priority.
2) Involved in the planning, administration, and implementation of family engaging activities in accordance with Family and Community Engagement Framework.
3) Coordinate with the Family Services Manager (FSM) in providing services to the families.
4) Coordinates and promotes team cooperation in the provision of Family Engagement services to families of the Head Start children, provide ongoing support as needed.
5) Collaborate with (FSM) Manager in providing parental training sessions based on parental input and performance standards.
6) Participate in the annual self-assessment of the program, as per Head Start Performance Standards.
7) After the first initial contact made by the teacher/staff; Family Service Advocate will act on any referrals and schedule a home visit with the family including any and all possible follow-ups.
8) If a child is absent, Family Service Worker will immediately follow up to see why the child is absent and schedule a home visit with the family to see if any support services are needed.
9) A monthly report will be maintained and submitted to the immediate supervisor. This includes monthly In-Kind (Non-Federal Share) reports.
10) Will be responsible for Family Partnership Agreements and follow-up plans of action in regard to positive individual and family goal setting.
11) All data reports will be turned in on a monthly basis to the immediate supervisor. Employee will also need to know how to operate and use Childplus data software.
12) Assist parents with the application/enrollment process, filling out all necessary documentation including consent forms and volunteer packets.

13) Will schedule and hold weekly meetings to discuss and or plan weekly and monthly parent activities, socializations, and trainings based on ***Family Partnership Agreement Forms and Parent Needs Assessment Surveys.*** **Employee will also attend all monthly staff meetings.**
14) Coordinate efforts with other staff to plan and establish a monthly calendar of events for parents and the community.
15) Assist parents in their own effort to improve and promote a positive quality family lifestyle existence on an as needed basis.
16) Plan, arrange, and facilitate all Parent Committee meetings, Policy Council meetings and activities (ex. Prepare Meals/Snacks & Childcare etc.)
17) Send daily and weekly flyers home informing parents on any upcoming events, activities, and any information in regard to positive parenting and family engagement.
18) Responsible for processing and keeping children's files up to date with all required documentation and signatures.
19) Participate in an annual performance evaluation of duties in accordance with Fort Belknap Personnel Policies and Procedures Manual.
20) Assists Family Service Manager in determining eligibility for Head Start Children using Enrollment and Recruitment requirements and guidelines (ERSEA).
21) Employee must and will perform many different duties as assigned by the Immediate Supervisor, Management and or Head Start Director for example;
    a. Assist teacher in the classroom and be a playground monitor
    b. Secretarial/Receptionist duties
    c. Bus Monitor
    d. Custodial work
    e. Transport parents to medical and other appointments when needed
    f. Assist in the Childcare/Wrap around room
    g. Transport supplies to outer service areas
    h. Travel to get supplies for parent activities/socializations and also staff activities
    i. Assist partnering programs with their activities/socializations on an as needed basis
    j. Perform managerial/administrative type duties on an as needed basis.
    k. Assist other Head Start/Early Head Start Managers in their specific fields when needed.
    l. Help with kitchen duties
22) Must be able to work a flexible schedule sometimes working evenings and weekends.
23) Must be able to work with minimum supervision while implementing and following through on specific tasks and assignments in a timely manner.
24) Must show professionalism at the highest level while in the work setting/environment.

QUALIFICATIONS:

1) **REQUIRED** High School and or GED/Hi-Set diploma. **Preferred** an Associate's Degree and or Bachelor's Degree in Social Work, Human Services, and or Counseling etc. A credential and or Associate's Degree or certification in the field of social work, human services, family services, counseling, or related field will be required within eighteen months of hire.
2) **PREFERRED MINIMUM** two years administrative experience and training. Prior experience in the field of human services, family services, counseling is preferred. Obtain a First Aid and C.P.R. card upon being hired.
3) Physical exam must be passed and submitted annually
4) Must possess adequate computer literacy skills.
5) Must possess adequate case filing and case management skills.
6) Must possess a valid Montana driver's license in order to drive to do home visits, recruiting, and follow-ups as needed.
7) Must successfully pass a drug/alcohol screen, background investigation, and have negative Turberculosis.
8) Subject to a thorough background check and work history
9) Comply with the Fort Belknap Community Council substance abuse prevention, drug/alcohol free, and alcohol testing policy.

KNOWLEDGE, SKILLS, AND ABILITIES: Posses the ability to work as a team player within a complex organizational structure. Have the ability to work flexible hours when necessary. Employee must be able to work independently with a minimum amount of supervision. Employee must be able to implement, follow through, and complete specific tasks, assignments, and projects in a timely manner including any follow-ups. Adhere to and practice good on the job professionalism at all times when at the work site. Practice positive client/worker relationship and have good public relation skills. Employee must also possess adequate public speaking abilities. Abide by all program policies, procedures, and guidelines.

WORK ENVIRONMENT: The majority of duties will primarily be in an office type setting. However, the employee will also be working in the classrooms, kitchen area, bus area, and outdoors with exposure to high noise level, exposure to bodily fluids, urine, and or feces of babies, infants, and small children. The employee will be exposed to unpleasant odors and possible infectious disease. Exposure to natural weather conditions while performing duties outdoors.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to regularly pick up and move objects that might weigh 50 pounds or more. The employee will be required to stand, walk, stoop down, kneel, crouch, and crawl, at any given time of the day depending on the task especially if needed in the classroom.

SPECIAL CONDITIONS: To perform this job successfully, the employee must be able to perform each essential duty and task satisfactorily. All requirements listed above are representative of the knowledge, skills, and or ability that are mandatory of such a position. Reasonable accommodations may be made to enable individuals with Health/Disabilities to perform the essential functions.

- **Maintain CONFIDENTIALITY at all times except when directed to do so and/or requested by law.** Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Free and Alcohol Testing Policy. Submit to a thorough background check. Includes criminal and work history.
- **Must never been convicted of a felony or misdemeanor within one year of applying for position.**
- Provide three letters of reference. References will be contacted.
- Ability to work well and cooperatively with other staff members.

IMMIGRATION AND REFORM ACT:
Requirement that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

I have read the job description, requirements, and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Head Start reserves the right to revise this job description as the need arises.

_____ _____

Employee Signature: Date:

_____ _____

Supervisor Signature: Date: