

# LEWIS-CLARK EARLY CHILDHOOD PROGRAM

## JOB DESCRIPTION

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**TITLE:** FAMILY ADVOCATE (Early Head Start)

**EXEMPT/NON-EXEMPT:** NON-EXEMPT

**REPORTS TO:** EHS EDUCATION AND FAMILY SERVICES SUPERVISOR

**ISSUE DATE:** 8/15

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### **GENERAL POSITION SUMMARY:**

The Family Advocate position is responsible for the delivery of comprehensive services to the children and their families, these include but are not limited to health, nutrition, dental, prenatal and post-partum services. It is the responsibility of this position to assure the family services, health, nutrition and dental needs are completed as needed/required for each child and family assigned. Recruitment, eligibility, enrollment, attendance and follow-up on referrals are primary responsibilities of the Family Advocate. In addition, the Family Advocate must have an understanding of the prenatal, newborn and early childhood curriculums used by LCECP and assure that the child health requirements of the Head Start Performance Standards are met.

### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

- Maintain confidentiality and exercise sound judgment concerning privileged information.
- Be able to effectively carry out duties and responsibilities as described in the Operations Procedures Manual.
- Responsible for enrolling children and their families as directed.
- Conduct family conferences and Family/Staff visits as outlined in the Operations Procedures Manual.
- Ensure that each family/child is linked to a system of health care and to ensure that the family has an ongoing source of continuous, accessible medical care.
- Support families in getting the health, nutrition and dental services needed by each child in the class and to also make sure the family is familiarized with these services prior to actually receiving the service.
- Report child abuse and neglect and follow up in a timely manner per the LCECP guidelines in the Operations Procedures Manual.
- Ensure that families are assisted in getting intervention services.
- Provide training on health, dental and nutrition to families and pregnant women.
- Keep data accurate and current within the tracking system(s) throughout the year.
- Refer families for services available in the community.
- Document thoroughly all contacts and follow-up regarding family referrals.
- The Family Advocate(s) are to assist families as needed at family sponsored activities.
- Assist families with self-sufficiency activities.
- Work with the parent committee to ensure a Policy Council representative is voted on to Policy Council.
- Ensure that each child and/or pregnant woman is current on a schedule of age-appropriate preventative and primary health care.
- Conduct a prenatal home visit to each pregnant woman enrolled in the EHS program.
- Conduct a postpartum home visit to each newborn within two weeks after the infant's birth to ensure the well-being of both the mother and the infant.
- Provide all family support services in a manner that values family and caregiver's opinions and his respectful of and responsive to diversity in family cultures and child-rearing values.

## **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: cont...**

- Conduct recruitment of families for the EHS program and promote family involvement in all aspects of the program.
- Complete and turn in required paperwork in a timely manner as outlined by the Operations Procedures Manual and the state and federal performance standards.
- Comply with procedures outlined in the Operations Procedures Manual.
- Schedule, attend and facilitate monthly parent meetings per LCECP guidelines.
- Attend trainings as assigned.
- Maintain a clean, orderly and safe work environment.
- Other duties as assigned.

## **SECONDARY FUNCTIONS:**

- Serve on community committees and boards as assigned.
- Support goals for each child/family in the program.
- Assist in effectively implementing the curriculums stipulated in the operations manual to provide the most comprehensive, safe and healthy learning environment for the children, parents and pregnant women.
- Assist in maintaining and tracking materials, supplies and inventory assigned.
- Maintain supervision of children at all times.
- Be conscientious in looking for in-kind opportunities and recording in-kind services appropriately to the agency.
- Support the Health Advisory Committee activities.
- Assist in classroom as needed or assigned.
- Help provide health, dental and nutrition activities in the classroom.
- Plan and assist with socialization groups.
- Promote Early Head Start Program within the community.

## **SUPERVISORY RESPONSIBILITIES:**

- NONE

## **INTERPERSONAL CONTACTS:**

- The person in this position must be conscientious that they represent the Lewis-Clark Early Childhood Program in the community.
- Contact with co-workers and with families will often involve discussions and information about confidential sensitive matters.
- It is an expectation of all LCECP employees that while performing their duties they assure that all adults and children are treated with “unconditional positive regard.”
- Employees are required to report anything that comes to his/her attention that might be considered illegal or a breach of LCECP’s policies or standards. Such issues, etc. may come to employees from parents and/or community members as well as co-workers during the course of performing their duties.

### **SPECIFIC JOB SKILLS:**

- Must be able to work effectively as a team member. Be able to give and receive information in a positive manner.
- Must be able to represent LCECP in a positive manner.
- Good conflict resolution skills are essential.
- Must be able to read, understand and implement professional materials.
- Ability to actively participate in team development and team-oriented processes.
- Must be able to accurately and adequately generate, complete and maintain written reports as described in the Operations Procedures Manual.
- Must have the ability and willingness to conduct ongoing positive interpersonal interactions with individuals and groups of children and adults. The ability to analyze and solve problems in a positive manner is essential.

### **EDUCATION AND EXPERIENCE:**

- Bachelor degree in Social Work or related field.
- Experience working with children and families in early childhood settings.
- Must be willing to get further education as needed/required to acquire, increase or maintain skills.

### **JOB CONDITIONS:**

- Requires the employee to work in an early childhood environment on the floor interacting with child/children and at child's eye level often.
- Requires parent/staff visits. These visits are conducted in the homes of the families. Visits may need to be scheduled some evenings and occasionally on weekends.
- Must pass a health screen and a criminal background check that meets required state, federal and LCECP standards.
- Must possess a valid driver's license; have an acceptable driving record; have a safe, dependable vehicle available for possible business use and provide proof of current vehicle insurance adequate to meet state insurance requirements.
- Must be able to lift up to 20 pounds regularly and 50 pounds in emergency situations. This would enable one to carry trays weighing 10-20 pounds to and from the kitchen twice a day as well as lift a child weighing up to 50 pounds if it were an emergency.
- Must obtain a food handler card, if applicable.

**Requirements by Percentage of the Workday**

<b>Physical Requirements</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting			X		
Standing				X	
Walking				X	
Running	X				
Bending/Crouching				X	
Kneeling/Crawling	X				

<b>Lifting weight</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#			X		
10-25#	X				
25-50#	X				
50-75#	X				
75+#	X				

<b>Environmental Exposure</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Hot		X			
Humid		X			
Cold		X			
Wet/Damp	X				
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)		X			
Loud (above normal class level)	X				

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.
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**Additional Requirements**

**Math Requirement**

- Moderate math, percentages, ratios, graphing, ability to perform simple and basic math in your head. Some geometry or algebra math with equations.

**Language Requirement**

- Ability to write for all levels of reader. Ability to deliver speeches or public talks. Ability to edit and constructively critique others written and spoken work.

**Reasoning**

- Ability to make decisions based on abstract concepts, using independent judgment and involving many variables. Ability to analyze future impact of decisions and the effects of past decisions.

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This Institution is an equal opportunity provider.

**This job description is not a contract for employment. Duties may be changed at the Administration's discretion. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Lewis-Clark Early Childhood Program is an "At Will" employer.**

**I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Lewis-Clark Early Childhood Program.**

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Employee's Signature

Date

**I have gone over this job description with this employee**

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Supervisor's Signature

Date

Date of Board Approval: 8/19/15

Date of Policy Council Approval: 8/28/15