

# LEWIS-CLARK EARLY CHILDHOOD PROGRAM

## JOB DESCRIPTION

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**TITLE:** FAMILY ADVOCATE (Preschool)

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

**REPORTS TO:** 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 social services to enrolled families. It is the responsibility of this position to assure the social services and health and dental needs are met as required for each child and family assigned. This position is expected to be an active partner with each family and their child's Teacher.

### **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.
- Assess families' needs and determine an individualized plan of service to address these needs.
- Conduct and assist with the recruitment and enrollment of children and their families as assigned.
- Develop a Family Partnership Agreement with each family.
- Conduct family/staff conferences and family/staff visits to meet the individual needs of each family.
- Ensure that each family/child is linked to a system of health care.
- Support families in getting the health, nutrition and dental services needed by each child including transportation when necessary.
- Assist family/child with a doctor and dentist visit. Assure the child is familiarized with these services prior to actually receiving the service.
- Conduct screenings as outlined in the Operations Procedure Manual.
- Participate in staffing as assigned.
- Facilitate monthly center based parent meetings.
- Facilitate parenting classes and male involvement activities.
- Report child abuse and neglect and ensure follow up per the Lewis-Clark Early Childhood Program (LCECP) guidelines.
- Provide information, i.e. phone numbers or address of families to other staff members that need to know and update as needed.
- Ensure that families are assisted in getting intervention services.
- Document thoroughly all contacts and follow up regarding family referrals.
- Assist families with parent group meetings and family sponsored activities as needed and directed.
- Keep data accurate and current within the tracking system(s) throughout the year.
- Complete and turn in required paperwork as assigned.
- Maintain current information for Social Service Directory and make changes if necessary for annual updates.
- Maintain a neat, orderly and safe work environment.
- Work with the parent committee to ensure a Policy Council representative is voted on to Policy Council.
- Other duties as assigned.

## **SECONDARY FUNCTIONS:**

- Assist in effectively implementing the curriculums stipulated in the Operations Procedure Manual to provide the most comprehensive, safe and healthy learning environment for the children.
- Must have the ability to work effectively as a team member. Be able to give and receive information in a positive manner.
- Maintain supervision of children at all times.
- Must be able to represent Lewis-Clark Early Childhood Program (LCECP) in a positive manner.
- Must be able to read, understand and implement professional materials.
- Must be conscientious in looking for in-kind opportunities and recording in-kind services appropriately to the agency.
- Support the Health Advisory Committee activities.

## **SUPERVISORY RESPONSIBILITIES:**

- NONE

## **INTERPERSONAL CONTACTS:**

- Has regular contact with low-income families in the center and in the families' home.
- 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.
- Good conflict resolution skills are essential.
- Must be willing and able to assist and motivate adults and children in developing toward their full potential.
- Must be able to represent LCECP in a positive manner.
- Ability to actively participate in team development and team-oriented processes.
- Must be able to read, understand and implement professional materials.
- Must be able to accurately and adequately generate, complete and maintain written reports as described in the Operations Procedure Manual and the Integrated Work Plan.
- The ability to analyze and solve problems in a positive manner is essential.
- Basic computer skills needed.

**EDUCATION AND/OR EXPERIENCE:**

- MSW, BSW, BA/BS in Psychology or related field with the equivalent of 30 quarter credits in social work or psychology.
- Experience working with children and families in early childhood setting.
- Must be willing to get further education as needed/required to acquire, increase or maintain skills.

**JOB CONDITIONS:**

- Required to conduct family/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 be able to lift up to 20 pounds regularly and 50 pounds in emergency situations.
- 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 willing to obtain First Aid and CPR certification if required.
- Must obtain a food handler card, if applicable.
- May be required to possess a personal cell phone for possible use for agency business.

**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.

## 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 read and understand complicated technical, scientific, legal or financial documents. Ability to convey complex messages in written and oral form.

### **Reasoning**

- Ability to apply general guidelines to a wide variety of situations with several variables.

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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