

**Family Advocate**

In order to support family well-being and family engagement in Head Start, Family Advocates develop positive goal oriented relationships with families. This allows them to partner with families to initiate and implement the family partnership process and assist families to establish child development and family life practice goals to foster school readiness and life skills. Family Advocates provide initial enrollment support and direct follow up with families interested in Head Start.

**ESSENTIAL FUNCTIONS**

***Key Performance Area – Family Partnership Building***

**Enrollment and recruitment:**

- Assist in the recruitment process by distributing brochures and collaborating with community partners to assure knowledge of the Head Start program
- Contact with families who visit the facilities, telephone for information, and apply for the Head Start program by familiarizing them with the process
- Complete Eligibility Interviews as needed.
- Track enrollments conducted and follow up with families who have started the enrollment process to ensure all paperwork is complete and all health documents are received prior to the child's first day of attendance.

**Family Partnerships:**

- Initiate the Family Partnership Agreement by helping to identify goals and resources available to assist in reaching the goals
- Provide resource referrals and needed and/or requested and complete follow-up to see if families received service and if the resource referral met their needs
- Maintain contact with families and provide follow up services as needed
- Facilitate the staffing process to assist program staff in understanding and identifying family and work collaboratively to identify approaches to solving issues and develop follow up plans.
- Conduct regular visits with the families to continue to develop the partnership between the family, Kids' Corps, and the community
- Assure crisis intervention services as needed
- Provide transition support as families move into and out of the Head Start program
- Monitor progress toward Family Partnership goals and document and update regularly (monthly preferred)
- Participate in the referral processes (disabilities services, health, individual family services plans) as needed
- Work with families to ensure children's physical exams, dental exams, and immunizations are current and that KCI has appropriate documentation of each.
- Work with families to ensure evaluation and treatment for identified health concerns (hearing, vision, dental referrals, etc.)
- Assist families to establish medical and dental homes and apply for Denali Kid Care or Medicaid when necessary.
- Maintains appropriate professional boundaries in relationships with families

**School Readiness**

- Assist families to establish child development and/or family life practice goals
- Provide families with resources and activities to help them reach child development and/or family life practice goals
- Provide parent-child activities to foster positive parent-child relationships and help parents embrace their role as their child's first and most important teacher
- Promote family participation in the Imagination Library

**Parent Involvement:**

- Assists parents in identifying how to participate in Head Start
- Encourage families' involvement in program decision making by informing them about various groups (policy council, service area advisory committees), by extending personal invitations to meetings, arranging necessary transportation, and debriefing with families after meetings

## ***Position Description***

- Recruit families to join the Policy Council
- Assists (if needed) at Policy Council meetings by attending and helping parents feel comfortable with the process
- Assist in planning the schedule of parent education events based on demonstrated parent need and interest.
- Provide targeted invitations to families on topics they have expressed an interest in or relate to the child or family goals.
- Assist families in the process of transitioning to kindergarten by providing information on the transition process and activities to help children prepare for the transition
- Attend Parent Committee Meetings and assist families and staff in planning their content
- Attend parent activities and parent education events as assigned

### ***Key Performance Area – Community Partnerships***

Current resources and community connections:

- Maintain currency of knowledge with regard resources available in the community
- Assure awareness of Kids' Corps, Inc. by familiarizing local service agencies with our services to families and children through community gatherings, meetings, training sessions, etc.
- Share resource information at staff meetings
- Assist families in connecting with resources outside of Kids' Corps

Community collaboration:

- Advocate and collaborate with community agencies to support child, family, and agency outcomes
- Participate in community collaboration projects as assigned
- Participate in recruitment events and activities as assigned

### ***Key Performance Area – Classroom/Bus Assistance***

- Assist with key transition times as directed
- Assist in each assigned classroom on a regular schedule for a minimum of 3 hours each week
- Maintain familiarity with classroom activities, individualization, and curriculum in order to fully assist parents in understanding their child's development and progress

### ***Key Performance Area – Reception ( East duration FA only)***

- Provides reception services at East Center for one hour each day(7:30-8:30am)
- Assists building visitors in understanding the sign in procedures
- Provides positive and professional telephone answering services
- Routes telephone calls to appropriate personnel

### ***Key Performance Area – Work Habits and Practices***

- Report to work, on a regular basis, as scheduled
- Function as an effective team member
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Promotes a collaborative productive working environment by sharing planning, decision making, and problem solving responsibilities with other staff
- Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Maintain confidentiality of program information, staff information, and participant information
- Attend and participate in staff meetings and training sessions
- Demonstrate professional conduct and behavior
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties
- Incorporate constructive direction from supervisor to improve job performance
- Accept responsibility for quality job performance and make changes as needed

### ***Key Performance Area – Recordkeeping and Reporting***

- Assures accuracy of child file information by logging communications with families on to Family Contact **Log** and filing information received according to guidance provided

***Position Description***

- Records follow-up for referrals, family partnership agreements, attendance concerns, etc. in child files and submit to program support associates for data entry when needed
- Complete data entry in Child Plus on referral and family partnership agreement follow-up.
- Complete data entry in Child Plus on health referrals and needed health documents follow-up.
- Provides accurate and timely timesheet to account for work hours

***Key Performance Area – Communication***

- Assure continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conduct communication in an effective, respectful, timely, and supportive manner
- Communicate with classroom team when unavailable during regularly scheduled time in the classroom.
- Prepare and provide timely and accurate written reports as required or requested
- Follow calendar, Teamwork Times, Center Newsletters, and memorandums to assure current knowledge of agency happenings
- Contribute to newsletters, parent fliers, and other center information to keeps parents informed of family services events for the center
- Checks email daily

**MARGINAL FUNCTIONS**

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning process as directed

Participate in self-assessment process as directed

**Position Information**

Reports to: Family Services Coordinator

Supervises: None

Requirements: High School Diploma/GED + 12 months experience working in similar position

Required Certification and Licenses: Driver’s License (Requires daily access to personal vehicle that is insured for purposes of home visiting and community contact. Must provide proof of insurance twice a year.)

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

HS/GED	CDA or similar certification	Family Development Credential	2-Year Degree	4-Year Degree	Master or higher
\$17.33	\$18.05	\$18.66	\$20.44	\$23.44	\$26.88

Introductory Period: 90 Days

**Other Requirements:**

For employees that do not hold a related degree, within 18 months of hire one must obtain a credential or certification in social work, human services, family services, counseling, or a related field.

Certifications:

Appropriate and current First Aid and CPR certification

***Position Description***

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)  
Proof of United States employment eligibility as required on the I-9 form

**Abilities:**

Must be able to evacuate self, children, and parents from building safely in the event of an emergency  
Able to work cooperatively with other adults  
Able to maintain confidentiality of program information  
Effective written and verbal communication abilities

**Physical Abilities:**

See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

**PAYROLL INFORMATION:**

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_