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| | | Component Affected: | Health/ Family Service |

Mid-Columbia Children's Council Job Description

Title: Family Health Advocate Department: Family Services/Health
FLSA Status Non-Exempt Reports to: Center Coordinator/
Area Manager

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

Provide services to families with children in the Head Start Program in the areas of Social Services, Health, Nutrition, Disabilities, Mental Health, and Parent Engagement. Develop partnerships with families to support strengths and needs by facilitating individualized family goals related to the health, education, and well-being of the family. Collaborate with parents, staff, and other community agencies according to Head Start Performance Standards and agency work plan to provide literacy to families on a variety of topics in these areas.

Essential Functions/Major Responsibilities:

- Provide support and education to families in the areas of family services, health, nutrition, dental, mental health, financial issues, and disabilities to strengthen families.
- Complete required reports, records, and case notes on each child. Enter data into appropriate software programs.
- Assist parents with individualized goal-setting by providing a program that meets the family's interests, and abilities. Facilitate appointment-making by families to obtain necessary services, including assisting with transportation needs, appointment reminders, and direct advocacy with service providers.
- Assist parents with translation to enable participation at Head Start functions.
- Plan, schedule, and facilitate parent meetings and parent trainings on a variety of topics.
- Participate in agency activities, including but not limited to annual Self-Assessment (organization-wide process), State and Federal program reviews, Program Information Report data collection, and update/review of agency Work Plans.
- Attend and participate in staff meetings and quarterly team meetings as required; serve on committees as appropriately requested.
- Model appropriate behavior for children, parents, and other staff.
- Track medical/dental home and meet mandated screening requirements.
- Conduct at least three home visits annually for each family assigned to case load.
- Maintain all family information confidential.

- Assist in the process of recruiting, electing, and supporting required number of Policy Council representatives and their attendance at meetings.
- Encourage parent engagement in all aspects of Head Start and other community agencies as indicated.
- Advocate for the Head Start and Early Head Start programs in interactions and recruitment efforts with appropriate clients and community affiliates.
- Maintain business relationships with community partners to aid delivery of services to families and sustain these partnerships.
- Provide classroom and or center support as needed to maintain child-to-adult ratios.
- Monitor and report child abuse/neglect as a mandated reporter.
- Adhere to any Federal Head Start credentialing requirements by attending regular and special training events, degree/certificate programs or completing comparable studies by arrangement with the program administration and in accordance with a professional development plan. Stay abreast of trends in field.
- Notify parents of job, training and educational opportunities in the community and the agency.
- Participate in recruiting efforts to ensure full enrollment, and maintain participant waiting lists.

Secondary Functions:

- Coordinate philanthropic efforts for needy families (i.e. Thanksgiving baskets, Holiday charity events, etc.).
- Maintain clean, safe, and well-maintained work area.
- Provide support to parents during transition from Early Head Start to Head Start and from Head Start to other educational setting.
- Assist with additional bus monitor duties and interact positively with children throughout the bus ride.
- Supervise children while on the bus, promoting the required use of seat belts for all passengers, and that all children are placed in appropriate height/weight child safety restraints.
- Ensure each child is released to the care of an authorized individual on the Permission to Release form.
- Within the first 30 days of program year collaborate with the driver in teaching and assisting children with the correct safety procedures for boarding and exiting a bus, evacuation drills, and identifying danger zones around the vehicle.
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- Walk to the back of the bus to ensure that all children have exited from the bus after every route Assist the driver as needed in maintaining a neat and clean vehicle.
- Provide coverage for other staff for absences, meal and rest breaks.
- Document In-kind activities, services, and/or goods.
- Other duties as required.

Job Scope:

Work involves a moderate degree of complexity with frequent new and varied work situations. Operates from specific and well-known procedures. Position operates under moderate level of supervision. Decisions are made within the scope of MCCC guidelines and the Federal Head Start Performance Standards.

Supervisory Responsibility:

Position is not supervisory in nature.

Interpersonal Contacts:

Contacts are most often with parents, community agencies, small children and other staff. The Family Health Advocate initiates the majority of the communication, which is generally face-to-face. E-mail, postal mail, and telephone are also common forms of communication. Communication often contains confidential, sensitive information including health, behavioral or other personal data.

Specific Job Skills:

- Knowledge of community resources for children and parents.
- Understanding of health issues and requirements.
- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff and the community.
- Knowledge of poverty issues and ability to work with families in crisis.
- Keyboarding skills, computer literacy, and familiarity and/or ability to learn/use various applications such as database, word processing, e-mail, and internet.
- Ability to use office equipment such as copiers, laminating and binding machines.
- Ability to perform basic math (add, subtract, multiply and divide).
- Ability to use self-control, independent judgment, and make decisions providing a supportive, social-emotional climate for children.
- Ability to maintain confidentiality and use discretion when appropriate.
- Strong record-keeping and organizational skills.
- Excellent written and verbal communication skills; ability to facilitate meetings.
- Ability to prioritize work assignments independently to meet program deadlines.
- Appreciation for and flexibility in dealing with diversity.
- Ability to train using adult training principles.
- Ability to maintain a good driving record/insurability in order to keep home visit schedule current.
- Ability to work and communicate with small children at their “close-to-the-ground level,” which may include sitting on the ground and using child-size chairs.
- Ability to respond to emergencies and/or non-standard situations both physically and mentally.

- Ability to use problem solving skills in a facilitative manner and to make sound judgments.
- Position requires frequent sitting, walking, fingering, talking, reaching, hearing, and repetitive motions of hands/wrists. Occasionally may require stooping, bending, kneeling, climbing, grasping, and handling.
- Ability to occasionally lift or move a child or classroom equipment, usually up to 50 pounds.
- Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Ability to effectively communicate with individuals speaking other languages; Bi-lingual and bi-literate (English/Spanish) preferred. Some sites may require a Bi-lingual fluency.

Education and/or Experience:

- Current Infant/Child CPR and First Aid certifications and Food Handler's Permit.
- Minimum of a High School Diploma or equivalent with related experience or training in a social services field is required. Associate's or Bachelor's degree in Social Services or related field of study is preferred.
- Social Services Credential within 18 months of hire.
- Two years related experience working in the social services field, preferably with young children, adults, and low-income families preferred.
- Knowledge of community service agencies and resources preferred.
- Knowledge of the Head Start program preferred; knowledge of medical terminology helpful.

Job Conditions:

Driving (including during inclement weather) is required in order to conduct home visits and attend all-staff meetings on a regular basis. Exposure to various childhood health conditions (colds, flu, parasites, etc.) and bodily fluids. Most work takes place within MCCC participant family homes. Occasionally, meetings occur in the evening. Locations visited may include temporary or domestic violence shelters, hospitals, or jail cells.

I acknowledge that I have received a copy of this Job Description. I understand and recognize my responsibilities listed within this Job Description.

Print Name

Signature Date