



Position title: Family Advocate

Reports to: Family Services and Community Partnership Manager

Classification: Non-exempt

Job Summary:

The Family Advocate provides ongoing support to all families and children of Head Start. Under the Supervision of the Family Services and Community Partnership Manager, the Family Advocate will help families to identify their strengths, needs, and create achievable family goals. The successful Family Advocate will be able to make referrals to local community service providers. This also includes supporting families through the referral and transition process to the public school. Also responsible for providing monthly family engagement opportunities for families that include parent meetings, workshops, and training that families identify as needs. This also includes inviting families into the classroom to engage in their child's education as their first teachers. The Family Advocate is responsible for maintaining a data base system (ChildPlus) that will accurately reflect all confidential documentation of child health and education records, routine contact notes, tracking family goals, attendance, and PIR (program information). In addition, the Family Advocate maintains in-kind paperwork, monthly reports, and, when needed, performs child health screenings and documents all results in ChildPlus. The Family Advocate works in conjunction with the Head Start Manager's office and consultants. Head Start promotes ongoing professional development, and family advocates are required to attend various training opportunities and staff meetings. Family Advocates must become familiar with and adhere to NH State Child Care Licensing Rules and Head Start Performance Standards.

Essential Functions:

- Responsible for providing on-going support to all families and children of Head Start. The Family Advocate will help families identify their strengths and needs and create achievable family goals. Assists families with connecting to community resources. This also includes supporting families through the referral and transition process to the public schools.
- Responsible for providing monthly family engagement opportunities for families that include parent meetings, workshops, and training that families identify as needs. This also includes inviting families into the classroom to engage in their child's education as their first teachers.
- Responsible for maintaining a database system (ChildPlus) that will accurately reflect all confidential documentation of child health and education records, routine contact notes, tracking family goals, attendance, and PIR (program information report). In addition, the Family Advocate maintains in-kind paperwork, monthly reports, and, when needed, performs child health screenings, and documents all results in ChildPlus.
- Responsible for in collaboration with the Social and Emotional Coaches implementing the Pyramid Model parent training to increase parent skills and knowledge.

Competencies:

- **Adaptability and Flexibility:** Able to change direction as priorities shift and thrive when circumstances change.
- **Client Advocacy:** Skills and abilities in developing and presenting the client's interests in important matters.
- **Compassion:** Ability to show empathy and understanding for other people from all walks of life.
- **Dependability:** Fulfills commitments consistently and can be counted on to do what they agree to do.
- **Judgment:** Ability to weigh alternative actions and make decisions that incorporate opinions, facts, tangible and/or intangible factors.
- **Listening Skills:** Ability to assimilate spoken messages by being attentive and by using skills to understand the meaning behind a speaker's words.
- **Teamwork and Collaboration:** Ability to work effectively with others to achieve common causes.

Desired Qualifications:

- Bachelor's degree in social work, Human Services, Family Services, Counseling, or a related field.
- Must pass NH State Licensing requirement for background check for fingerprinting and criminal record check and Head Start requirement for sex offender check before hire.
- Certification in child first aid and CPR (program will provide upon hire).
- Experience working with pre-school children and families (Head Start experience preferred)
- Computer experience is a must,
- Must be willing to step into the classroom or kitchen when needed for coverage.
- Perform other essential duties and responsibilities as assigned.
- Availability to travel within Cheshire and Sullivan counties for home visits, meetings, and training.
- Available and willing to work a flexible schedule based on family and center needs.
- Must Work closely with the teaching team to provide comprehensive services to all families
- Attend weekly staff meetings.

Print name

Signature

Date