

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

CHILD AND FAMILY ADVOCATE	
Supervisor: Education Manager/Team Leader	Subordinates: Volunteers, Teacher Assistants
Classification: Coordinator V	Exempt Status: Non-exempt(less than two supervised, Exempt (supervise 2 or more)
Terms of Employment: Seasonal	

Job Goal: To plan, coordinate and implement a quality education, health and social services program that will assist families in identifying and reinforcing experiences which can occur in the home and in the classroom.

- Coordinate activities in the home and classroom.
- Design and implement a developmental program which includes health, social, emotional and developmental activities.
- Work toward development and maintenance of positive relationships with children and families.
- Encourage and assist parents to become involved in development, goal-setting and activity-planning for children and the family.
- Provide community service information to families.
- Establish and maintain communication lines with local schools and social services agencies.
- Advocate for children and families in the community.

Essential Responsibilities:

1. Assist in the planning and coordinating of the Education/Disabilities Component.
 - a. Ensure that all home visit and classroom activities are carried out on a daily basis.
 - b. Provide a program that meets the individual needs of children and families according to their interests, abilities, individual traits and development.
 - c. Establish an environment which will stimulate a desire for learning, independence and self-esteem for parents and children, both indoor and outdoor
 - d. Ensure that classroom activities are developmentally appropriate and carried out according to Head Start/OPP and program philosophy, policies and procedures.
 - e. Participate, with team members, in the daily cleaning of the classroom/center.
 - f. Assess each child's developmental needs and write goals and related objectives with Comprehensive Staffing Team two times per year.
 - g. Conduct Parent/Staff Conferences two times per year with input from program managers and directors (Center Base- 2 on site, Combination- 1 on home visit and 1 on site).
 - h. With team members (other Child and Family Advocates/Teachers in a shared classroom), cooperatively develop daily plans and individual activity plans a week in advance and document in the Daily Plan Book.

- i. Encourage parents to participate in curriculum planning and program development.
- j. Ensure that the individual goals of each child/family are carried through into the classroom and home visit activities.
- k. Handle emergency situations as designated by program policies and procedures.
- l. Plan with parents and team members to ensure that daily personal hygiene of the children is met (i.e., feeding, diapering, toileting, tooth brushing and hand washing).
- m. Ensure that the planning and involvement of children occurs in the preparation of nutritious snacks and clean up of eating area.
- n. Provide for the constant supervision of all children.
- o. Maintain a clean, orderly, safe, and attractive classroom with assistance of team members, parents and volunteers.
- p. Maintain, with team members and parents, an approach to guidance within the framework of Head Start policy to ensure that children are taught, disciplined, and supervised in a consistent manner.
- q. Provide training to teacher assistant, parents and volunteers so that they can adequately complete tasks.
- r. Delegate and assign tasks as described in the job descriptions and program policies.
- s. Represent Head Start at local community meetings as designated by supervisor.
- t. Act as the primary contact person for communicating with appropriate staff, families, volunteers, and assistant teacher (where appropriate) in matters relating to Head Start children, at the center level.
- u. Transmit information and make referrals to staff members as appropriate.
- v. With team members and parents, plan and inform all appropriate people of field trip and other activities.
- w. Make all home visits with families each year as specifies by program option. 4 day Center Base- 2 Education Home Visits per year, or as needed, and a minimum of 3 Social Service visits. 3 day Combination-9 1½ hour comprehensive home visits per family per year, additional social service visits as needed. 2 day Combination Head Start- 18 1½ hour comprehensive home visits per family per year (2 visits a month), and additional social service visits as needed. 3 day Combination Head Start/Early Head Start- 2 1½ comprehensive home visits per family per month and additional social service visits as needed.
- x. Ensure various attempts (at least 3) to make a home visit contact in cases where the parent was unable to meet at the predetermined time.
- y. Develop, with the parent, individualized plans for each home visit.
- z. Coordinate home activities incorporating family interests and goals.
- aa. Complete a walkability check with each family.

2. Maintain an adequate social services referral system for coordinating the resolution of family needs and goals.
 - a. Establish a partnership with families with sufficient home visits to:
 - I. Develop a plan to meet the family's stated goals.
 - II. Work in collaboration with family, designated agency and community staff to assist families with resources to meet family's goals
 - b. Develop and maintain working relationships with community resources/partners (DHS, CAPECO, DVS, Health Dept., Mental Health, Police and Schools) by making on-site visits.
 - c. Assist families in developing resources for resolving emergent social service needs and follow up with families on the appropriateness of the resources.
 - d. Refer families to appropriate agencies and follow up on referrals.
 - e. Orient and provide information to staff and parents regarding social services and community resources.
 - f. Develop and implement at least one family strengthening activity such as quilting and sewing classes, scrapbooking, bilingual driver's training; in designated community.
3. Assist in the implementation of an agency wide Parent Involvement Program
 - a. Promote prevention and family strengthening activities (picnics, leadership training, parenting classes, sewing classes, quilting classes, etc.) with center staff and parents.
 - b. Be available as a resource person for Parent Center training upon request.
 - c. Provide assistance to center teams for involving parents in all components and programs of the agency.
 - d. Provide assistance to center teams for involving males/fathers in the agency programs. Assist Male Involvement Coordinator in implementing Men's support group, and other activities promoting Male/Father involvement in local area.
 - e. Identify and recruit parents to participate in Community Leadership Training and other Community activities.
 - f. Assist in the coordination of the agency-wide Wellness Day and promote activity with all parents. Work with families to problem solve around barriers to participation.
 - g. Assist in the implementation of the agency's volunteer/career ladder program.
 - h. Work with center teams to encourage parents to be involved in all components and programs of the agency.
4. Assist the Health Services Director in the Health Services component.
 - a. Help families establish an ongoing relationship with health and dental care providers.
 - b. Ensure that all medical and dental screens and appropriate follow-up and/or referrals are completed, including initial education with parents with first screening and each 6 month follow up thereafter with EHS families regarding Lift the Lip exams.
 - c. Ensure that the nutrition assessment and appropriate follow-up and/or referrals are completed, to include discussing WIC/Nutrition goals with classroom staff and following up with parents.
 - d. Encourage parents to complete required immunizations for their children and

- keep CIS/Immunization Record up to date with all changes routed to Data Entry Clerk.
- e. Participate in staffing to share information concerning health issues.
- f. Review Child Plus Health Tracking record for accuracy, making changes and submitting them to Data Entry Specialist monthly.
- 5. Assist in the completion of the PIR.
- 6. Work with the Family Advocate in coordinating and implementing a parent education and support program for agency families.
 - a. Survey families for topics of interest and provide information to Family Advocate.
 - b. Encourage parents to attend parent education programs available through UMCHS and other community agencies.
 - c. Assist families in resolving barriers to attending parent education programs.
- 7. Monitor the Bus Monitor on the bus 3 times a year.

Preferred Qualifications:

1. BA in Early Childhood Education or related field and one year experience in a preschool classroom or social services agency providing direct services to children (ages 0-5 yrs.) and families.
2. Current physical examination and TB screen documentation upon hire
3. Adequate means of transportation
4. Previous Head Start experience
5. Community service experience
6. Multi-cultural/Bi lingual
7. Home Visit experience
8. Case management experience
9. Supervisory experience

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
- 4.* Keep current and accurate records.
- 5.* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
- 8.* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
- 10.* Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
- 12.* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Work with children requiring the ability to walk or run quickly, kneel or sit on floor, bend, and lift, walk over rough or uneven ground, exposure to weather etc.
7. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
8. Maintain the safety of the environment and children through visual, auditory and smelling senses.
9. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
10. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
11. Set up a classroom which requires moving of tables, chairs, shelves etc.
12. Sit in a child-sized chair.
13. Instructs others in a classroom setting.
14. Perform occasional cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents.

Umatilla –Morrow Head Start, Inc.

Is

An Equal Opportunity Employer