

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

**FAMILY ADVOCATE/PARENT INVOLVEMENT MANAGER**

**Supervisor: Associate Director Of Administration**

**Classification: Manager I**

**Exempt Status: Exempt**

**Terms of Employment: Regular Full-Time**

**Job Goal:** To assist the Family and Community Development Director and in coordinating and implementing family and community strengthening, and comprehensive health services with families in full day Head Start/Early Head Start options and in implementing the recruitment and enrollment process for the Head Start/Early Head Start program. Ensure that the Agency is running an effective Parent Involvement program that maximizes parent participation.

**Responsibilities:**

1. Recruit, select and enroll children and families and maintain enrollment levels as prescribed by Head Start Policies and Performance Standards
  - a. Be knowledgeable of Agency eligibility requirements.
  - b. Assist in planning and implementing the recruitment process.
  - c. Identify and recruit children with documented disabilities/special needs.
  - d. Provide input to the selection committee/Family & Community Development Director to develop agency selection criteria.
  - e. Assist in recruitment by making a recruitment home visit for all completed applications for the area and completing the family assessment.
  - f. Ensure that highest risk families are referred to services needed and that education and support are available for the family.
  - g. Initiate and/or participate in family unity meetings with other community partners who are working with or can be of assistance to families in need of services and support.
  - h. Orient parents to agency policies and program design at the center's "Welcome to Head Start"
  - i. Ensure that recruited applications are included on the waiting list for the assigned agency service area.
  - j. Assist in ensuring full enrollment at all times.
  - k. Submit completed reports to supervisor in a timely manner.
  - l. Ensure that child care subsidy paperwork and tracking is completed and kept up to date for each family enrolled in full day, full year centers, to include collection and receipt of co-pay dollars.
2. Maintain an adequate social services referral system for coordinating the resolution of family needs and goals and to promote family strengthening.
  - 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.~~
  - ~~e. 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.~~
3. ~~Assist the Health Services Director in the implementation of the Health Services component.~~
    - ~~a. When trained and assigned by the Health Services Director, complete hearing and vision screens for enrolled children in their communities within 45 days of enrollment.~~
    - ~~b. Help families establish an ongoing relationship with health and dental care providers.~~
    - ~~c. 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.~~
    - ~~d. Ensure that the nutrition assessment and appropriate follow up and/or referrals and completed, to include discussing WIC/Nutrition goals with classroom staff and following up with parents~~
    - ~~e. 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.~~
    - ~~f. Participate in staffing to share information concerning health issues.~~
    - ~~g. Review Child Plus Health Tracking record for accuracy, making changes and submitting them to Data Entry Clerk monthly.~~
  4. ~~Work with Full Day Teachers to prepare for the Comprehensive Parent Staff Conference for each child two times per year.~~
    - ~~a. Participate with team during preparation, as needed.~~
    - ~~b. Complete applicable portion of Comprehensive Parent Staff Conference Form.~~
  5. ~~Review Parent Involvement Surveys for families interested and plan classes/groups based on survey results.~~
    - h. Assist the Family Development Director with evaluation of the agency parent involvement program.
    - i. Provide consultation and technical assistance to center teams and Family Advocates on the implementation of center days and parent training.
    - j. Ensure Policy Council Meetings run effectively and act as a resource to their requests (preparation of agendas, minutes of meetings and monthly reporting)
  8. Assist in the coordinating and implementation of a planned parent education and support program for agency families. Utilize parent Involvement surveys
    - a. Work with other Family Advocates and classroom staff to identify parent education and support interest areas.
    - b. Be a resource to staff in identifying parent education opportunities available in the community to meet identified needs.

- c. Assist staff and families in resolving barriers to attending parent education programs.
  - d. Work with the Family & Development Director in planning and implementing a planned family education and support program.
  - e. Work with the Family & Community Development Director in planning, implementing and evaluating family education.
  - f. Provide parent trainings.
9. Coordinate the implementation of the agency volunteer/career ladder program.
- a. Develop and implement an agency public relations plan to recruit volunteers.
  - b. Provide training to agency staff on the use of volunteers within the agency.
  - c. Assist the Human Resources Director in coordinating volunteers/career ladder Parent's with their site supervisors.
  - d. Monitor and provide technical assistance to site supervisors/center teams on volunteer activities.
  - f. Provide parent training in your area of expertise
- ~~10. Participate as member of CARE/PASST Team when assigned.~~
- ~~11. Assist Family & Community Development Director in implementing community development and leadership activities.~~
- ~~a. Identify and recruit Head Start families and community residents for leadership training~~
  - ~~b. Assist in the facilitation of the Community Leadership training for Head Start families and other community residents.~~
  - ~~c. Assist in facilitating the establishment and maintenance of one or more stable community/neighborhood coalitions in order to increase community advocacy by identifying issues, implementing plans of action, and evaluation of progress.~~
  - ~~d. Assist in promoting advocacy and collaborations between community/neighborhood coalitions and community agencies and organizations to increase advocacy.~~
  - ~~e. Coordinate with Head Start families to complete at least two neighborhood walks to increase awareness of their neighborhood and possible safety concerns~~

### **Qualifications:**

1. AA/BA in Social Services, Social Work, Sociology or related field, plus one year experience in social work
2. Current physical examination and TB screen documentation upon hire
3. Current CPR/FA cards
4. Adequate means of transportation
5. Previous Head Start or early childhood experience (preferred)
6. Community service experience (preferred)
7. Ability to coordinate and/or conduct training sessions (preferred)
8. Multi cultural experience (preferred)

### **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.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*