

UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

HOME BASE VISITING FAMILY ADVOCATE

Supervisor: Education Manager

Classification: Coordinator V

Exempt Status: Non-exempt

Terms of Employment: Regular Full-Time

Job Goal: To assist the Family Development Manager in coordinating and implementing family and community strengthening, and comprehensive services with families in the Head Start program. Provide home base services to families enrolled in the home base program.

Family Advocate/Home Base Visitor 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 Family Development Manager 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. Ensure full enrollment of children at assigned center at all times.
 - k. Submit completed reports to supervisor in a timely manner.

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:
 - * Develop a plan to meet the family's stated goals.
 - * Work in collaboration with family, designated agency and community staff to assist families with resources to meet family's goals
 - b. Assist families in developing resources for resolving emergent social service needs and follow up with families on the appropriateness of the resources.
 - c. Refer families to appropriate agencies and follow up on referrals.

- d. Orient and provide information to staff and parents regarding social services and community resources.
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. 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.
 - e. Assist in the implementation of the agency's volunteer/career ladder program.
 - f. Work with center teams to encourage parents to be involved in all components and programs of the agency.
 4. Coordinate and implement parent education and support programs for agency families with outreach to the community.
 - a. Review Parent Involvement Surveys for families interested and plan classes/groups based on survey results.
 - b. Encourage parents to attend parent education programs available through UMCHS and share opportunities of other parent education opportunities offered in the community.
 - c. Assist families in resolving barriers to attending parent education/support programs.
 - d. Actively promote Early Head Start Parent Education/Peer Support Group offerings within the community and with agency partners (distributing flyers, brochures, registration forms, etc.)
 5. Provide home base services to those families enrolled in the Home Base program.
 - a. Home visit each enrolled family once per week for at least 1 ½ hours.
 - b. Provide two socialization experiences to enrolled family monthly.
 - c. Follow all performance standards in regards to providing home base services.
 - d. 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.
 - e. Develop, with the parent, individualized plans for each home visit.
 - f. Coordinate home activities incorporating family interests and goals.
 - g. Complete a walkability check with each family.
 - h. Encourage parents to become "teacher" on home visits.

Qualifications:

- 1 AA/BA in Social Services, Social Work, Sociology or related field, plus one year experience in social work preferred. Attend agency sponsored SSCBT and Motivational Interviewing training.
- 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