

**EARLY HEAD START FAMILY ADVOCATE  
PROGRAM: UMATILLA-MORROW COUNTY HEAD START, INC.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. UNACCEPTABLE	2. MARGINAL	3. COMPETENT	4. COMMENDABLE	5. DISTINGUISHED
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**A. General Staff Responsibilities:**

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

\*Comments or examples:

**B. Recruitment and Enrollment Responsibilities:**

1. \*Maintains enrollment levels as prescribed by Head Start/OPP policies and Performance Standards and agency guidelines.....1 2 3 4 5
2. Knows agency eligibility requirements.....1 2 3 4 5
3. Implements the agency recruitment process .....1 2 3 4 5
4. Works with the Selection Committee and administrative staff to develop agency selection criteria.....1 2 3 4 5
5. \*Makes a recruitment home visit for all completed applications.....1 2 3 4 5
6. Identify and recruit children with documented disabilities/special needs .....1 2 3 4 5

\*Comments or examples:

**C. Parent Education/Parent Involvement Responsibilities:**

1. \*Encourages parents to be involved in all components and programs of the agency .....1 2 3 4 5
2. Provide training for Center Parents upon request.....1 2 3 4 5
3. Assist in implementing the volunteer training program as requested. ....1 2 3 4 5
4. Assist in the development, coordination and implementation of agency-wide parent involvement activities .....1 2 3 4 5
5. Survey families for topics of interest for parent education.....1 2 3 4 5
6. \*Encourage parents to attend parent education programs as requested and resolve barriers to attendance.....1 2 3 4 5

\*Comments or examples:

**D. Health Responsibilities:**

1. Coordinate and/or provide hearing and vision screens.....1 2 3 4 5

- 2. Ensure all medical and dental exams and nutrition assessments and follow-up and/or referrals are completed.....1 2 3 4 5
- 3. \*Help families establish an ongoing relationship with health and dental care providers .....1 2 3 4 5
- 4. Encourage parents to complete required immunizations and follow up with agency fluoride program.....1 2 3 4 5

\*Comments or examples:

**E. Social Service Responsibilities:**

- 1. Maintain working relationships with community resources.....1 2 3 4 5
- 2. \*Refer families to appropriate resources and follow up on referrals to resolve social service needs.....1 2 3 4 5
- 3. \*Make home visits with each family for completion of Family Partnership Agreement and follow up on goals established .....1 2 3 4 5
- 4. Provide information to staff and parents on social service resources .....1 2 3 4 5
- 5. Participate in Comprehensive Staffing for enrolled children.....1 2 3 4 5

\*Comments or examples:

**F. Staff Communication and Team Membership:**

- 1. Shares materials and information.....1 2 3 4 5
- 2. \*Uses appropriate channels for concerns and does not interfere in a situation another staff person is handling.....1 2 3 4 5
- 3. \*Supports team members and supervisor verbally and by attitude.....1 2 3 4 5
- 4. Sets aside sufficient time to meet and plan with team members.....1 2 3 4 5

\*Comments or examples:

**G. Work Ethics:**

- 1. \*Comes to work on time.....1 2 3
- 2. Notifies supervisor prior to beginning of work day when not able to come to work .....1 2 3
- 3. \*Misses little time because of illness.....1 2 3
- 4. Willingly accepts changes in program.....1 2 3
- 5. Accepts and acts on constructive criticism.....1 2 3
- 6. Follows through on accepted tasks or agreements.....1 2 3

\*Comments or examples:

Do you have long-term employment goals? \_\_\_\_\_

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What help do you need to accomplish these goals? \_\_\_\_\_

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Additional Information: \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

EHS Family Advocate's Signature \_\_\_\_\_ Date \_\_\_\_\_

UMCHS/RVS 12/29/98

**Rating Scale Explanation:**

1. **UNACCEPTABLE** - Performance falls substantially short of the expectations for competency. Requires much improvement.
2. **MARGINAL** - Performance does not meet an acceptable level in all areas, but employee is steadily improving.
3. **COMPETENT** - Performance is fully acceptable. Performance meets standards set for the position on a consistent basis.
4. **COMMENDABLE** - Performance is significantly better than average. Consistently exceeds standards; distinctive performance.
5. **DISTINGUISHED** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

Any task marked 1, 2, or 5 must have a comment written to justify the score.

Any task marked 1 or 2 must have a plan of assistance written and be attached to the performance evaluation.

Any \* task (essential job function) marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

Three tasks marked a 1 or 2, no merit increase will occur until the task is brought up to competency.

- Successful completion of a 6 month introductory period**
- Eligible for merit increase**
- Not eligible for merit increase**