

**EARLY HEAD START FAMILY ADVOCATE/NEIGHBORHOOD COORDINATOR
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. Planning and Coordinating:

1. Assist neighborhood in coordination of block parties (when requested) 1 2 3 4 5
2. Coordinates all neighborhood clean-up day activities..... 1 2 3 4 5
3. Conducts follow-up on CORE Team recommendations for neighborhood 1 2 3 4 5
4. Responsible for outreach for volunteers in “clean-up efforts” 1 2 3 4 5
5. Coordinates with neighborhood for “clean up” day representatives..... 1 2 3 4 5

*Comments or examples:

D. Communication or Collaboration:

1. Attends all Core team meetings 1 2 3 4 5
2. Maintains relationships with code enforcement, crime prevention, city officials and all other organizations and businesses relevant to revitalization efforts..... 1 2 3 4 5
3. Responsible for timely reports and other communications related to Core team..... 1 2 3 4 5

*Comments or examples:

E. Resource Coordination:

1. *Maintain working relationships with community social service 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. Provide information to staff and parents resources 1 2 3 4 5
4. Assist with recruitment for neighborhood watch 1 2 3 4 5
5. Conduct Head Start recruitment in Target neighborhoods 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? _____

What help do you need to accomplish these goals? _____

Additional Information: _____

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**