

**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 assigned1 2 3 4 5
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency1 2 3 4 5
3. Maintain congenial and respectful relations with staff, children, families and community1 2 3 4 5
4. *Keep current and accurate records that conform to program policies1 2 3 4 5
5. *Maintain confidentiality in regards to staff and family information1 2 3 4 5
6. Maintain objectives and professional standards.....1 2 3 4 5
7. Improve self-skills and education1 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 supervisor1 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 Duties:

1. *Knows agency eligibility requirements.....1 2 3 4 5
2. Implements the agency recruitment process1 2 3 4 5
3. Works with Selection Committee and Administrative staff to develop agency selection criteria.....1 2 3 4 5
4. Makes a recruitment home visit for all completed applications1 2 3 4 5
5. Identifies and recruits children with documented disabilities/special needs.....1 2 3 4 5

*Comments or examples:

C. Parent Education/Parent Involvement Duties:

1. *Encourages parents to be involved in all components and programs of the agency1 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 requested1 2 3 4 5
4. Assist in the development, coordination and implementation of agency-wide parent involvement activities1 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 requested and resolve barriers for attendance1 2 3 4 5

*Comments or examples:

D. Social Service and Health Duties:

- 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 upon goals established1 2 3 4 5
- 4. Provide information to staff and parents on social service resources1 2 3 4 5
- 5. Participate in comprehensive staffing for enrolled children1 2 3 4 5
- 6. Ensure that all medical and dental exams and nutrition assessments and follow ups and/or referrals are completed.....1 2 3 4 5
- 7. *Help families to establish an ongoing relationship with health and dental care providers1 2 3 4 5
- 8. Encourage parents to complete required immunizations and follow up with agency fluoride program.....1 2 3 4 5

*Comments or examples:

E. 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:

F. 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 _____

HS 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**