

Family Advocate - Timeline

June

Recruitment Home Visits
First round selection lists to director
First round enrollment
Copies of applications, recruitment notes, enrollment papers to Data Entry
Maintain contact with families on caseload as needed

July

Recruitment Home Visits
Second round part day selections lists to Director
First round full day selection lists to Director
First round full day enrollment
Second round part day enrollment
Copies of applications, recruitment notes, enrollment papers to Data Entry
Staff retreat - optional
Maintain contact with families on caseload as needed

August

Recruitment Home Visits
Final selection - information to main office
Letters to families - regrets
Placement planning with bus drivers for part day - Hermiston
Finalize class lists
Final enrollment
Assist with open houses
Route enrollment packets to appropriate centers
Attend pre-service
Review files of families on caseload
Begin meeting with new families on caseload

September

Continue completing initial home visits with families on caseload
Final selection enrollment completed as needed
Plan and market first parent education sessions
Complete child care co-pay reminders

October

Continue with home visits and follow up contacts with families on caseload
Ensure that full day families have child care subsidies in place
Parent Education sessions
Complete child care co-pay reminders

November

Ensure that full day families have child care subsidies in place

Complete child care co-pay reminders
Parent Education sessions

December

Ensure that full day families have child care subsidies in place
Complete child care co-pay reminders
Parent Education sessions

January

Ensure that full day families have child care subsidies in place
Complete child care co-pay reminders
Parent Education Sessions

February

Ensure that full day families have child care subsidies in place
Complete child care co-pay reminders Parent Education Sessions
Prepare PSA
Prepare letters and applications for agencies

March

Send letters for recruitment orientation to all families with current year applications
Schedule site for orientation meetings
Take PSA about orientation meetings to Radio stations to put on daily calendar spot
Circulate posters and notices throughout communities inviting families to orientation meetings,
Parent Education sessions
Ensure that full day families have child care subsidies in place
Complete child care co-pay reminders

April

Hold orientation meetings
Recruitment home visits
Parent Education Sessions
Ensure that full day families have child care subsidies in place
Complete child care co-pay reminders

May

Recruitment home visits
Enrollment of returning children
Select dates for ongoing selection and enrollment for new program year
Ensure that full day families have child care subsidies in place
Complete child care co-pay reminders

Monthly duties Oct-May

Continue with home visits and follow up contacts with families on caseload
Attend Staff meetings

Attend FRS meetings
Recruitment home visits as applications arrive
Maintain current waiting list
Maintain enrollment - timely enrollment as drops occur.
Attend Parent Center meetings as required or requested
Assist CFA's with Social Service information as needed
Provide individual Parent Education with families as requested by CFA's

Year round duties

Attend or assist with inter-agency meetings
Attend staffings as needed
Attend IFSP meetings as needed
Participate in and help conduct staff trainings
Complete and turn in month end report