

**Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

EXTERNAL OPENING

POSITION: Family Advocate

WORKSITE: North Park

RATE: \$612.40 – 664.00 weekly salary DOE

OPENING DATE: May 4, 2017

CLOSING DATE: Until filled

JOB DUTIES: See Job Description

QUALIFICATIONS: See Job Description

WORK SCHEDULE: Typically 8 to 5
40 hrs/week, 41 weeks per year

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current, Updated Resume

**Dee Dee Kane, HR Director
Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

Head Start, Inc. is an Equal Opportunity Employer

Family Advocate Position Description

Head Start, Inc.

Functional title: **Family Advocate**

SUMMARY OF RESPONSIBILITIES

Recruiting and identifying eligible children for program enrollment; in partnership with families, develop and support plans that describe families' strengths, resources and needed services; connect families with opportunities that support their well-being.

SUPERVISOR: Family & Community Partnerships Director

POSITION STATUS: Full-time, Salaried, exempt, Pay Grade 7

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in recruiting children and their families to ensure full program enrollment and appropriate waiting lists.
- Establishes mutually respectful partnerships with parents by maintaining consistent contact with families via face-to-face meetings, phone calls, letters, etc.
- Supports families in their efforts to achieve their family goals by helping them identify needs and develop plans to meet those needs and by assisting families to follow through on plans.
- Collaborates with Head Start staff, School District staff, Mental Health staff and community agencies to provide complete services for children and families.
- Develops a working knowledge of community services available to low-income families, identifies resources and makes referrals as needed while assisting families in accessing community services and resources; follows up on the effectiveness of referrals.
- Using a strength-based model, provides short term individual and family crisis counseling, emergency assistance, and crisis intervention to address identified needs.
- Assists parents in becoming empowered advocates for themselves and their children.
- Seeks parent input in developing and implementing activities to encourage parent involvement in Head Start activities. Supports families to identify and engage in volunteering with program and community activities.
- Seeks parent input to identify, develop and implement or link parents to educational activities that are responsive to identifies parent needs.
- Develops plans for families to navigate their transition into and out of the program. Provides families with appropriate information, training, and connections to future care and/or educational settings to help facilitate the transition into and out of the program.
- Utilizes data generated from the Family Matrix to plan for individual parent and family needs.
- Documents contacts and services provided to meet program requirements.
- Adheres to defined procedures for identifying and reporting incidents of suspected child abuse and neglect.
- Meets weekly to bi-weekly with teachers to discuss and strategize pertinent issues related to children and families.
- Assists in classrooms as needed.
- Attends meetings and trainings as required by Supervisor.

- Using program software, tracks appropriate information required for Head Start reporting purposes.

ESSENTIAL SKILLS

- Must maintain self-control and manage difficult or emotional situations with tact and professionalism.
- Must communicate clearly, both orally and in written format.
Must be organized to ensure timely and accurate documentation of required records and reports.
Must demonstrate respect and sensitivity at all times for cultural, racial and economic differences.
- Must treat others with respect and consideration to foster a teamwork environment.
- Must support and advocate Head Start's mission and philosophy.
Must be able to use computer technology and understand its application to organizational and/or departmental function.
- Engages parents and families and forms mutually supportive relationships with them.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A four year degree in Social Services or related field and a minimum of two years of experience working with low-income children and families.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit. While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, at times the employee will work with children indoors and outdoors, is exposed to changing weather conditions, travels by vehicle, and will work in varied residential environments, including home visits (sometimes in high-risk situations). Noise level is usually moderate to loud. Regular attendance is essential.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.