

JOB ANNOUNCEMENT

CHILD & FAMILY DEVELOPMENT PROGRAMS Head Start

POSITION: Family Advocate position open in Tillamook center

HOURS: 30-40 hours per week

SALARY: \$15.25 per hour

HOW TO APPLY:

Please submit a letter of interest along with the items below:

- *Application*
- *Current resume*
- *Copies of transcripts*(issued by the college - can be student issued, but not web-based)
- *Copy of degree(s)*

Please send all materials to:

Child & Family Development Programs
ATTN: Jeannie McGinley
PO Box 10
Rainier, OR 97048

jmcginley@nworheadstart.org

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Family Advocate **DEPARTMENT:** Children's Program

POSITION REPORTS TO: Center Manager **FTE:** 75% -100%

POSITION DURATION: as funds permit **WRITTEN BY:** CAT Administration

PERSONS SUPERVISED: 0 **APPROVED BY:** Policy Council
APPROVAL DATE:

APPROVED BY: SDA
APPROVAL DATE:

POSITION SUMMARY:

The family advocate is a link between families and community services. The individual must be able to work with parents, children and staff in a positive manner. The family advocate will support the center staff in establishing partnerships with families to set family goals, complete social services and health services for children.

S/he will support the center staff by encouraging parent and community volunteers in all areas of the program. S/he will coordinate parents in organization of parent events and parent meeting.

QUALIFICATIONS:

1. As required in Performance Standards, must have a credential or certification in social work, human services, family services, counseling or a related field or completed within 18 months of hire.
2. Bachelor's degree in Human Studies or related field preferred.
3. Minimum one year experience in the Social Service or related field and ECE experience helpful.
4. Knowledge of adult learning styles, preferred
5. Ability to communicate in a professional manner with children, families, community partners and co-workers in both verbal and written format.
6. Ability to work with low-income and/or special needs families, including families in a diverse population with dignity and respect.

7. Must have intermediate working computer knowledge and skills.
8. Evidence of ability to work in a cooperative team manner and to follow directions and program policies.
9. Must have dependable transportation and/or valid driver's license and auto insurance.
10. Bilingual skills preferred.
11. Must have current pediatric and adult First Aid/CPR cards within 90 days of hire.
12. Must be on the Central Background Registry and pass a pre-employment drug screening and have a completed TB screen.
13. Must be willing and available to work flexible hours.
14. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
15. Ability to occasionally lift up to 50 lbs.
16. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.

DUTIES AND RESPONSIBILITIES:

1. Coordinate and encourage parent involvement. Responsible to train community volunteers to work in the center. Recruit and train parent volunteers to assist in all areas of the center, including CTA.
2. Assist Center Manager with parent orientation, training and education for parents.
3. Work with Center Manager to ensure social service home visits are completed and documented.
4. Maintain documentation for all social service activities, referrals and family contact.
5. Assist with the coordination of and encourage parent engagement in all areas of the program.
6. Work with the center manager and staff to ensure services are completed and referrals/follow-up occurs with families.

7. Maintain documentation for all service activities, referrals and family contact.
8. Assist families with establishing a medical and dental home, completing treatment and nutrition surveys as well as updating program tracking of these services.
9. Assist center manager to ensure hearing, vision and other screenings are completed within the program required timelines.
10. Maintain positive public relations in the community including supporting other CAT programs and activities.
11. Coordinate with teaching staff to follow up on attendance and absenteeism.
12. Participate in center and program staffings on families.
13. Maintain knowledge of available community resources.
14. Must maintain program and client confidentiality policies.
15. Must maintain a working knowledge of program plans, policies and performance standards.
16. Will assist with completing necessary Child Plus forms to help ensure and maintain accurate program data.
17. Other duties as assigned by the supervisor.

Number of Hours per Week: _____
 Staff Signature: _____
 Supervisor Signature: _____

Rate of Pay: _____
 Date: _____
 Date: _____

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

COMMUNITY ACTION TEAM, INC.

Employment Application

Date: _____ Interviewed by: _____

Position: _____ Department: _____

Name: _____
Last Middle First

Address: _____

Telephone: _____
Home Business

E-mail Address: _____

Do you have dependable means of transportation? _____

Do you have a valid Oregon Driver's License? Yes No _____
Number

List relative presently employed in Community Action Programs by name, program, relationship: _____

Date available for employment: _____

EDUCATION:

SCHOOLS ATTENDED	FROM - TO Field of Study	DATE LEFT Month/Year	GRADUATE Month/Year	DEGREE RECEIVED
High School/GED:				

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

Job Title & Description: _____

Reason for leaving: _____

WORK EXPERIENCE *(list most recent first)*

Firm: _____ Address: _____

Phone: _____ From: _____ To: _____

Salary/Volunteer: _____ Supervisor: _____

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PROFESSIONAL AND PERSONAL REFERENCES

NAME	ADDRESS	FIRM	TITLE/POSITION	TELEPHONE

MEMBERSHIP IN PROFESSIONAL AND/OR ASSOCIATION

Name

Year

Office Held

Honors or Awards -

Publications -

ATTACHMENTS

On one or more separate sheets, discuss your qualifications for this position. Highlight those abilities and competencies which you feel especially qualify you as an applicant. Expand, as may be appropriate, upon any of the items covered in this application such as your employment experience, job objectives or related interests. Please state the reason(s) you are applying for this job and why you feel you are a good candidate for this position.

To the best of my knowledge, all information on this application is true and correct.

Signature

Date

COMMUNITY ACTION TEAM, INCORPORATED
310 Columbia Blvd., St. Helens, Oregon 97051
CHILD & FAMILY DEVELOPMENT PROGRAMS
Declaration Form

For use by Head Start Agencies to comply with 45 CFR Part 1301, Subpart D, Head Start Grants Administration, Personnel Policies, Section 1301.31© and (d).

Name of Prospective Employee: _____

Federal policies now require that Head Start agencies require all prospective employees to sign a declaration prior to employment which lists:

1. All pending and prior criminal arrest and charges related to child sexual abuse and their disposition.
2. Convictions related to other forms of child abuse and/or neglect; and
3. All convictions of violent felonies.

The declarations may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 17th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision.

Please provide your signature on the appropriate category below:

I **have not been** arrested, charged and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

I **have been** arrested, charged, and/or convicted on one or more of the three types of offenses listed above. (If so, please attach information listing the offense(s), the date(s) of the arrest, charge, and/or conviction, and other relevant information.)

Signature

Date

This information will be kept strictly confidential.

Child & Family Development Programs Pre-Employment Reference Form

Applicant: Please complete one form for each reference; provide at least three references; and include at least two supervisors.

Section 1: Applicant Information

Last Name

First Name

Middle Initial

Position Applying For

Section 2: Reference Contact Information

Contact Person

Relationship to Applicant

Title

Company Name/Address

Phone Number

Fax Number

Email Address

Section 3: Reference Information

Position Held

Dates of Employment

Reason for Leaving

Applicant: Please rate yourself on the following skills, and Child & Family Development Programs will follow up with the designated person above to confirm the information you provide.

Attendance	Excellent	Good	Fair	Poor
Relationships w/Children	Excellent	Good	Fair	Poor
Co-Worker Relationships	Excellent	Good	Fair	Poor
Communication	Excellent	Good	Fair	Poor
Follow-Through	Excellent	Good	Fair	Poor
Dependability	Excellent	Good	Fair	Poor
Work Ethics	Excellent	Good	Fair	Poor
Self-Starter	Excellent	Good	Fair	Poor
Decision Making	Excellent	Good	Fair	Poor
Honesty/Integrity	Excellent	Good	Fair	Poor
Flexibility	Excellent	Good	Fair	Poor
Empathy	Excellent	Good	Fair	Poor

REFERENCE Use Only			
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	
Agree		Disagree	

COMMENTS:

Section 4: Release of Information

I, _____, hereby give my permission to Child & Family Development Programs to verify my current and past employment history. Please release all information necessary regarding my employment or your personal knowledge of myself to Child & Family Development Programs.

Signature

Date

Section 5: Signature of Person Verifying Reference Information

Signature

Date

Title

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