

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.