



### Position Description

<b>TITLE</b>	<b>Head Start Family Advocate</b>
<b>DEPARTMENT</b>	Head Start
<b>REPORTS TO</b>	Family Services Coordinator
<b>POSITION CLASSIFICATION</b>	Regular Full-Time, Non-Exempt
<b>PAY GRADE</b>	9
<b>POSITION SUMMARY</b>	
<p>Under the supervision of the Family Services Coordinator, the Family Advocate is responsible for intakes, recruitment, attendance, and the implementation of the Parent, Family, and Community Engagement goals and framework. Family Advocates are responsible for helping families become more self-sufficient by providing support and services where adults and children can develop to their fullest potential.</p>	
<b>SKILLS &amp; EDUCATION REQUIREMENTS</b>	
<p>High school diploma or equivalency and within eighteen months of hire obtain a credential or certification in social work, human services, family services, counseling, or a related field. Individual must be able to satisfactorily perform duties and;</p> <ul style="list-style-type: none"> <li>• Effectively communicate both orally and in writing; have the ability to write reports and business correspondence; have the ability to effectively present information; Spanish speaking ability a plus;</li> <li>• Cooperate successfully as a member of a team;</li> <li>• Possess good organizational skills, with sensitivity to details; and</li> <li>• Proficiency with computer operations, and possess skills preferably with MS Office.</li> </ul>	
<b>ADDITIONAL JOB REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Must possess a valid driver's license and have access to a personal vehicle with required liability insurance for use in business related travel.</li> <li>• Proof of COVID-19 vaccination</li> <li>• Must be able to work at various sites under different supervisors.</li> <li>• Must ensure efficient operations and present a professional image in conduct, attitude and attire.</li> <li>• Must be philosophically compatible with the mission of SCCAP and the Office of Head Start.</li> </ul>	
<b>Childcare Requirements</b>	
<ul style="list-style-type: none"> <li>• Free from Child Abuse and Neglect</li> <li>• Annual TB test</li> <li>• Pre-employment drug test &amp; physical examination certification</li> <li>• Physical examination recertification every four years</li> </ul>	
<b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Creatively market our program to the Monroe County community through effective means: Flyers, Ads, Website, Social Media, etc.</li> <li>• Update and communicate with families that may be interested on all directed platforms.</li> <li>• Follow up on all referrals, inquiries and leads for enrollment per written procedures and program plans.</li> <li>• Will not leave children unattended or unsupervised, in accordance with SCCAP policies and</li> </ul>	

procedures, while children are in the care of SCCAP employees. Failure to comply with this would be considered child neglect and endangerment.

- Ensure that the reporting of any and all suspected cases of child abuse and neglect; as required by law, is done in the accordance with SCCAP policies and procedures.
- Conduct intake interviews to enroll students', schedules intake interviews, and ensures intakes are completed in an accurate and timely manner.
- Provide referrals for families and children and assists families in meeting goals.
- Organize, maintain and audit main child files
- Assist with ensuring program compliance with federal standards, state laws, and local grant goals and objectives.
- Assist with attendance and contact parents when children are absent.
- Use Program database to track child and family data to assure compliance with Head Start Performance Standards.
- Participate in and support all assigned classrooms.
- Assist families in maintaining health follow-up and accessing medical care.
- Promote parent participation in services.
- Participates in and supports at least four events annually hosted or sponsored by SCCAP; including parent events, parent committee, open houses, and community fairs.
- Attend various training sessions, meetings, seminars, and workshops.
- Actively participate in securing in-kind contributions from families, professionals, and community members.

#### **PHYSICAL/MENTAL DEMANDS**

Requires sitting, standing, stooping, bending and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.

Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful. Consistent pleasant attitude is necessary with personal maturity as an important attribute. Must relate and interact with people at all levels of the company and in a culturally diverse environment.

***SCCAP is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities or sincerely held religious beliefs. Contact Human Resources to request a reasonable accommodation.***

***The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They should not be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned.***

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SCCAP is an Equal Opportunity Employer