

Job Description

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

HEAD START – LEAD FAMILY ADVOCATE

POSITION SUMMARY: The Lead Family Advocate, under the direction of the Head Start Family Services Manager and the Director of Head Start, helps design and ensure delivery of quality family services that meets Early Head Start/Head Start program requirements.

POSITION OVERVIEW:

- Employment Type: Full Time/Exempt
- Location: Warm Springs Administrative Office in Addition to Field Work
- Job Category: Administrative
- Reports to: Head Start Family Services Manager
- Supervises: Family Advocates

PRIMARY RESPONSIBILITIES:

- Works closely with Head Start Family Services Manager to ensure contract requirements are met.
- Supports parents and guardians by identifying needs and providing community resources and referrals.
- Supervises 1-2 Family Advocates.
- Works with HS Family Services Manager to provide ongoing training and technical assistance to Family Advocate Team.
- Maintains a caseload of families and provides direct services.
- Initiates and coordinates Family Partnership goals with parents and guardians.
- Conducts ongoing monitoring of data entry and Child Plus reports.
- Tracks progress of Family Goals, Needs, and other family service requirements.
- Prepares monthly, quarterly, annual reports and verifies backup data for contract as needed.
- Maintains organized files on each participant.
- Works closely with center staff and monitors files to ensure Early Head Start mandates/performance standards are met.
- Tracks family progress in Contact logs.
- Works with center staff to ensure Contact Logs are comprehensive and current.
- Works with center staff to conduct home visits twice a year per family.
- Conducts/Assists with agency/head start enrollments.
- Facilitates Parent Curriculum.
- Coordinates and conducts health screenings.
- Certification in hearing and vision screenings and other screenings as needed.
- Attends Kidango and other partner meetings as directed.
- Data entry
- Maintain confidentiality of children, families and staff
- All other job duties as assigned.

POSITION QUALIFICATIONS/REQUIREMENTS:

- B.A. degree, ECE or Child Development focus desirable
- Excellent oral and written communication skills.
- Ability to work collaboratively and effectively in a diverse and fast-paced environment
- Proficient in Word, Excel, PowerPoint, and Google suites.
- Proficient in data and data based computer programs
- Ability to travel to different Center locations and work a flexible schedule, including evenings
- Able to communicate with the public and represent the agency in a positive manner.
- Able to organize and maintain a variety records.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

EDUCATION WIDE PHYSICAL DEMANDS:

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

***Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential job functions.
Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at the following link:
<https://www.Kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an Online Employment Application.