

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

HEAD START – LEAD FAMILY ADVOCATE

POSITION SUMMARY: The Head Start Lead Family Advocate will assist the Assistant Director of Head Start in ensuring that Early Head Start & Head Start Program requirements are being met by working closely with EHS families. They will mentor and support 2 Family Advocates, have a caseload of 40 toddlers, and will train and consult EHS-HS staff from all contracts.

POSITION OVERVIEW:

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

PRIMARY RESPONSIBILITIES:

- Works closely with Assistant Director of Head Start to ensure contract requirements are met
- Works closely with center parents and guardians to provide resources and referrals
- Mentor and support 1-2 Family Advocates to ensure contract requirements are met
- Initiates and coordinate 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
- Assists families in making connections and referrals to community resources
- Prepares monthly, quarterly, and 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 being met
- Tracks family progress in Child Plus, Learning Genie and/or Contact logs
- Works closely with center staff to ensure Learning Genie and/or Contact Log are up to date
- Works closely with center staff to support home visits twice a year per family (if needed)
- Conducts/Assists with agency/head start enrollments
- Certification and Facilitation of 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
- All other job duties as assigned

POSITION QUALIFICATIONS/REQUIREMENTS:

- B.A. in Early Childhood Education or a related field
- Bilingual in English/Spanish
- 1-2 years of experience preferred
- Excellent oral and written communication skills
- Ability to work effectively and use a positive approach with a diversity of people

- Ability to provide leadership, accept responsibility, work independently, and set own goals in a professional manner
- Proficient in Word, Excel, PowerPoint, and Google suites
- Possession of a valid California Driver's License and use of an insured vehicle
- Able to communicate with the public and represent the agency in a positive manner
- Able to organize and maintain a variety record
- Able to operate all computers and software used by agency
- Able to be flexible in work schedule, including evening meetings at least three times per quarter
- Proficient in data and data-based computer programs
- Able to drive 70 – 80% of the time

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.