

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

Early Head Start/Head Start – Family Advocate

POSITION SUMMARY: The Family Advocate will assist the Assistant Director of Head Start and Family Services Manager in ensuring that Head Start Program requirements are being met by working closely with HS families.

POSITION OVERVIEW:

- Employment Type: Full time
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Assistant Director of Head Start
- Supervises: None

PRIMARY RESPONSIBILITIES:

- Works closely with Assistant Director of Head Start and/or Family Services Manager to ensure contract requirements are met
- Works closely with center parents and guardians to provide resources and referrals
- Conducts Family Assessments twice a year
- Initiates and coordinates Family Partnership goals with parents and guardians
- 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
- Assist the Head Start and Early Head Start program with recruitment and enrollment activities
- Facilitates and delivers Parent Curriculum
- Works closely with center staff and monitors files to ensure Early Head Start mandates/performance standards are being met
- Tracks family progress in Contact logs/Child Plus
- Works closely with center staff to ensure Contact Logs/Child Plus are up to date
- Works closely with center staff to conduct home visits twice a year per family
- Conducts/Assists with agency/head start enrollments
- 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
- Coordinates and translates at Early Head Start Parent Meetings

POSITION QUALIFICATIONS/REQUIREMENTS:

- 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 Publisher
- Bi-lingual Spanish required
- Minimum of AA (B.A. preferred) course work in Early Childhood Education or related field

- 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 records
- 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 maintain confidentiality
- Able to drive 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 <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 application for employment.