

## **Detailed Family Advocate Job Description**

### ***Reason for Family Advocates:***

Family Advocates are to create, provide, and coordinate services. They also coordinate family and community activities that are founded on strength and overall well-being. Family Advocates are to bring support in a case management style and act as a liaison between families, staff, the community, and other family-related services. Lastly, they are to encourage all parents to become advocates for their children and family.

### ***Building Relationships with Families:***

Family Advocates will have respect for families with diverse values and cultures. They will recognize and identify each family's needs. Family Advocates will make sure to establish professional roles and boundaries in working with families and encourage families to take part in the Head Start program.

### **Specific Duties:**

- Establish and maintain an outreach and recruitment process, ensuring enrollment of eligible children for the assigned service area.
- Encourage and achieve parent participation in center-based programs and activities.
- Submit reports to the Family Services Manager as required.
- Be knowledgeable of all Policies and Procedures and adhere to them.
- Maintain knowledge in all community programs, make referrals, and provide services to families.
- Assist families in utilizing community resources, including (but not limited to) medical, dental, social, educational, and occupational.
- Obtain information on all families and children, including emergency information. Staff must keep all family files in a locked cabinet when not in use to maintain confidentiality of family records.
- Complete the PFCE Family Needs/Goals Assessment twice yearly. The first PFCE Assessment will be completed no later than 90 calendar days from the date of enrollment. The second PFCE Assessment will be completed no later than 150 days after the first one, unless the school year ends prior to this date. The PFCE Assessment must be completed in the home.
- Develop Family Partnership Agreements with families. Family Partnership Agreements are often referred to and more commonly known as a "goal." This is

to be used as a guide to help families look at their needs. Please refer to the Family Partnership Agreement policy.

- Strive to develop a goal with all families. At minimum, it is required that at least one (1) written goal and one (1) referral be made for no less than 50% of their assigned families within 90 days of enrollment. The goals and referrals will be logged onto the COPA system within 120 days.
- Goals should relate to the family, not the child.
- Follow up within 60 days for goals (family partnership agreements) and document on COPA.
- Follow up within 60 days of referrals as to whether the referral was used and the timeliness and responsiveness of the agency to which they were referred. This will be documented on COPA.
- Review and give the Family Support Services for Nutrition form to the family during the 1st PFCE Assessment.
- Recruit, support, and document all volunteer activities.
- Conduct Parent Meetings with families monthly. It is best practice not to cancel a parent meeting 2 months in a row. Always try to reschedule any cancelled parent meeting within the same month.
- Be knowledgeable of all BSACAP programs to provide information, make referrals, and deliver integrated services.
- Ensure all enrolled children have a valid immunization and/or exemption in the folder.
- Monitor attendance of enrolled children. If the child is unexpectedly absent and the family has not contacted the program within one hour of the program start time, program staff will attempt to contact the family to ensure the child's well-being. If a child has two (2) consecutive "unexplained" absences, the family advocate will make a visit to the family's home or have face-to-face contact with them in a place other than the home.
- Provide support to families of children with disabilities. Provide information on Special Education services as needed.
- Schedule a minimum of one (1) home visit/conference with each family between the time the child is accepted into Head Start and up to 90 calendar days after enrollment to complete the PFCE Family Assessment and Family Partnership Agreements. Home visits may be scheduled in conjunction with the teacher's education home visits if desired.
- All family visits will be documented in the child/family file and entered on the COPA database.
- Provide families with a copy of the child's school readiness goals as appropriate.

- Capability to accurately complete on-going applications and enrollment into the COPA data base.
- Document and track follow up needs such as Family Partnership Goals, health, dental, nutrition, growth assessments, hearing, and vision concerns.
- Work with families to ensure child receives all required screens and exams within stated timeframe.
- Health information is to be entered on COPA and updated for medical, dental, and nutrition.
- Submit Health Monitoring Form twice yearly. This will be sent to the Family Services Manager 30 days after school begins and then again at 75 days after school begins.
- Complete Staffing (with teachers) during the months of September – October and again in the months of March – April.
- The Statistical Report will be submitted to the Family Services Manager (for those responsible for sending) by the 5th of the following month.
- Conduct a Family Interest Survey with all families and submit it to the Nutrition Manager.
- Make every attempt to encourage a parent to complete the required screenings for their child. If the required medical services are not completed within 90 days of enrollment, parents will be asked to sign the “Head Start Parent Refusal Documentation” form. Once the refusal is signed, continue to encourage parents to complete the required screenings as appropriate. If any item expires during the school year, the staff will have 90 days to obtain an update for the child, unless there are less than 90 days remaining in the school year. If staff are not able to receive an update within the time frame, parents will be asked to sign a refusal.
- Send mental health referrals to the Mental Health Services Manager as needed.
- Assist families in scheduling appointments.
- Provide information to the Disabilities Services Manager as needed/as required (Response to Intervention, screenings, etc.)
- Participate in the developmental screenings process as requested, with timely entry of results in COPA.
- Encourage Male Involvement within the program, specifically fathers. This can also include grandfathers, uncles, etc.
- Update Parent Boards as needed.

