

Economic Opportunities Advancement Corporation

Child/Family Advocate (CDA) (AA) (BA)

Head Start/Early Head Start

Position: Child/Family Advocate

Job Status: Grade 7-10, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Must have CDA credentials, an Associate degree in social work or Social Services Certification, or a Bachelor's Degree in Social Services
- Two (2) years experience in social service work or adult education
- Should have experience in record keeping
- Should have knowledge of community resources
- Must have interest in and concern for low-income families and their children and their development
- Computer literacy (Word Processing, database and spreadsheets, Internet and email use) is required
- Must have Adult and Pediatric CPR and First Aid certification
- Must have the ability to maintain records on a computer system or willing to learn
- Must possess a valid Texas Driver's license and access to a privately owned vehicle with seat restraints and liability insurance for use in completing work responsibilities
- Frequent driving for home visits sometimes in outlying centers or to assist parents with transportation needs
- Good verbal and written communication skills
- There must be no prior convictions of child abuse/neglect

Economic Opportunities Advancement Corporation

Child/Family Advocate (CDA) (AA) (BA)

Head Start/Early Head Start

- Must pass pre-employment physical and have current TB skill test/chest x-ray with negative results
- Must have current enrollment in Child Care Division-Criminal History Registry and FBI background clearance
- Must have the ability to lift in excess of 35 pounds

III. Specific Responsibilities:

1. Performs all job responsibilities in a safe manner
2. Performs duties related to Eligibility, recruitment, Selection, Enrollment, and Attendance (ERSEA)
3. Meet or exceed requirements of Family and Community Partnerships and Parent Involvement as indicated in the Head Start Performance Standards and as outlined in content area plans and policies and procedures related to the above-mentioned areas
4. Deals sensitively and fairly with persons from diverse cultural backgrounds
5. Effectively communicate with colleagues, children and parents; participate in parent committee meetings as a non-voting member; develops and maintains effective individual and group relationships
6. Assess and respond to needs and recruitment of children, including children with disabilities; visits classrooms and consults with teachers on services needed
7. Makes home visits as needed to gather information relating to children and families
8. Develop and coordinate a continuing evaluation of the Family and Community Partnerships Program and Parent Involvement; in collaboration with Center Director and Family and Community Partnerships Manager, implement changes based on findings
9. Effectively plan the Family and Community Partnerships and Parent Involvement Program; Provide assistance to develop education and personal plans (Family Partnership Agreement (FPA))
10. Perform casework services with parents as needed to increase the parents' understanding, their constructive participation in resolving their child's problems, and their knowledge and use of available and appropriate resources (to include assurance of health screenings and

Economic Opportunities Advancement Corporation

Child/Family Advocate (CDA) (AA) (BA)

Head Start/Early Head Start

- follow-up in a timely manner and in accordance with written policy and procedure)
11. Serves as liaison between Head Start and/or Early Head Start child, home, center, and community resources, such as family services agencies, child guidance clinics, courts, protective services, doctors, and clergy members
 12. Utilizes the referral process to help children and others use special programs and services, including counseling, emergency assistance, or crisis intervention. Assistance with follow-up of service needs; provides information to families on available and appropriate community resources
 13. Compile, maintain, and files all reports, records, and other documents required. Assists with the confidentiality of all required reports
 14. Make parent contact/follow-up for children whose participation in Head Start and/or Early Head Start is irregular; tracks children who withdraw; track attendance in database on daily basis
 15. Assist in planning and implementation of Parent Involvement activities
 16. Monitor progress of service delivery assigned caseload, including plans for improved child behavior that reflects enhanced opportunities for learning
 17. Participate in team meetings, staffing, and parent/teacher conferences according to assigned caseload
 18. Assist in creating an environment conducive to learning and appropriate for the maturity level and interest of Head start and early Head Start children
 19. Improve leadership skills through self-initiated professional development activities
 20. Assist parents to develop their skills and knowledge in the areas of parenting, medical/dental topics, mental health, nutrition, early childhood development and personal growth
 21. Perform other relevant responsibilities as required by the program
 22. Provide appropriate and timely information to the Community to actively inform and recruit eligible families
 23. Document all activities that relate to contact with families and specific program objectives
 24. Assure integration of all content areas
 25. Assure that a positive image of EOAC is portrayed at all times
 26. Other duties as assigned

Economic Opportunities Advancement Corporation

Child/Family Advocate (CDA) (AA) (BA)

Head Start/Early Head Start

Immediate Supervisor: **Head Start Center Director**
 Early Head Start Program Manager

Secondary Supervisor: **Family and Community Partnership Manager**

Date of Approval _____