

## **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 stand-in strength, healthy living, 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 family members to become advocates for their children and family.

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

Have respect of families with diverse values and cultures. Recognize and identify each family's needs. Make sure to establish professional roles and boundaries in working with families. Encourage families to take part in the Head Start program.

### **Specific Duties:**

- Establish and maintain an outreach and recruitment process, insuring enrollment of eligible children for the assigned service area.
- Encourage and achieve parent participation in center based program and activities.
- Submit reports to the Family Services Manager as required.
- Be aware of all Policies and Procedures.
- Maintain knowledge in all community programs, make referrals, and services to families.
- Assist families in utilizing community resources, including medical, dental, social, educational, and occupational.
- Keep documentation on all families and children, including emergency information.
- Complete the PFCE Family Needs/Goals Assessment twice a year.
- Develop Family Partnership Agreements with families. (This is done throughout the year.) This is to be used as a guide to help families look at their needs.
- Review and give the Family Support Services for Nutrition form to the family during the 1<sup>st</sup> assessment.
- Recruit, support, and document all volunteer activities.
- Conduct Parent Meetings with families monthly.
- Be knowledgeable with all BSACAP programs to provide information, make referrals, and deliver integrated services.
- Insure all enrolled children have a valid immunization and/or medical or religious exemption in the folder.
- Monitor attendance of enrolled children, contact family when child has been absent for two consecutive without no contact.

- Provide support to families of children with disabilities.
- Provide information on Special Education services as needed.
- Conduct home visits.
- Record and provide families with a copy of the Developmental Results Page 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.
- Submit monitoring form twice a year.
- Complete staffings (with Teachers) during September – October and again in March – April.
- Statistical Report (for those responsible for sending) by the 5<sup>th</sup> of the month.
- Conduct Family Interest Survey and submit to Nutrition Manager.
- Work with families to insure child receives all required screens and exams within stated timeframe.
- Complete refusals (when or if needed) within timeframe.
- Send mental health referrals to Mental Health Manager.
- Health information to be entered on COPA and updated for medical, dental, mental, and nutrition.
- Parent Boards updated.

### **Responsibilities:**

- Follow up MUST occur within 60 days for goals.
- Follow up MUST occur within 60 days of referrals.
- Conduct PFCE Family Needs/Goals Assessment no more than 90 days from date of enrollment. 2<sup>nd</sup> assessment no later than 150 days after first assessment.
- Update information into the COPA system as well as in the folders (child/family).
- Document all family contacts and home visits.
- Assist families in scheduling of 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.
- Send email confirmation of mental health referrals.