

Trumbull Community Action Program

Job Description

Title of Position:	Family Advocate
Responsible To:	Parent, Family, Community Engagement Manager
Employee Type:	Hourly (with stated time off 1,920 hours)

General Summary of Position:

The Family Advocate is responsible for partnering with Head Start families to ensure all needs and goals are met in a timely manner. This is accomplished by meeting with the families to complete the Family Needs Assessment (FNA) and the Family Partnership Agreement (FPA).

Primary Duties and Responsibilities of the Position:

- Directly responsible for managing assigned case load of families.
- Serve as liaison between families and available community resources.
- Maintaining documentation of all contacts and attempted contacts with families.
- Ensure family needs and goals are identified and met.
- Ensure that families are aware of community services and resources and how to access those resources.
- Provide timely follow-up on child absences, emergent family needs, or concerns.
- Ability to accurately and efficiently data enter information into data management software.
- Maintaining accurate and complete child files.
- Organize and attend monthly parent meetings.
- Assist in the recruitment and registration of potential program participants county wide.
- Submit accurate reports monthly and as requested.
- Develop and implement strategies and activities to involve families in all components of Head Start.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.
- Ensuring all documentation relating to job duties is accurate and submitted in a timely manner.
- Develop and maintain positive and professional relationships with TCAP staff, children, and families.

Secondary Duties and Responsibilities of the Position:

- Will travel to centers throughout the county to support classrooms on a regular basis and as needed.
- Occasional exposure to severe weather, heat, communicable diseases, loud noise, blood, and other bodily fluids.
- Occasionally attend functions or perform duties outside of normal working hours.
- Must attend specialized professional development.
- Maintain current knowledge of HSPPS and Daycare Licensing Regulations.
- Create and maintain an Ohio Child Care Resource and Referral Association (OCCRRA) account.
- Other duties as assigned by TCAP management in fulfillment of the goals and mission of TCAP.

Qualifications:

- A bachelor's degree in Family Development, Family Studies, Psychology, Social Work, Counseling, Criminal Justice, or related fields required.
- Must be familiar with Early Childhood Education data management systems.

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- Must have basic knowledge of Microsoft Office (Word, Excel, and Power Point), basic technology usage skills, and basic math skills.
- Must have excellent organizational, problem solving, and decision-making skills.
- Must have excellent oral and written communication skills.
- Must be able to work without direct supervision, with initiative, self-discipline, and accountability.
- Must be able and committed to continuous strict adherence to TCAP's Confidentiality Policy and confidentiality guidelines in accordance with The Head Start Performance Standards and other pertinent regulations.
- Must be able and committed to constantly exhibit patience, professionalism, and tact when communicating with children, families, staff, management, referral sources, and the public.
- Must have a pleasant and professional demeanor, a positive attitude, and be a team player.
- Must maintain a valid Ohio Driver's License, have reliable, on-site transportation, and show proof of current vehicle insurance; travel is required for this position and site and/or classroom assignment is subject to change.
- Must have excellent attendance and punctuality.
- Must pass pre-employment, scheduled, and random background checks and drug testing.
- Must be able to lift at least fifty (50) pounds.
- Must be culturally sensitive and able to work with individuals with various backgrounds.
- Must be sensitive to the needs and problems of children and families, handicapped, and socio-economically disadvantaged residents of Trumbull County.

Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefits including hospitalization and agency pension plan are also available after successful completion of employment probationary period.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature

Date