



# Family Advocate/Paraprofessional

Date: 3/5/16

**Reports to:** Family Services Coordinator/Site Manager  
**Classification:** Full-time

**Department:** Early Childhood Services  
**Status:** Non- Exempt

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## POSITION SUMMARY:

Work as a team member in carrying out all duties in the center related to daily operation to meet the needs of program participants and the surrounding communities. Work with families to reach their individual potential for self-sufficiency through the development of Family Partnership Agreements and knowledge of community resources. Support comprehensive functions of all center staff to ensure an interesting and secure environment that encourages play, exploration, safety and learning for children participating in the Head Start program.

## ESSENTIAL FUNCTIONS:

- Provide social services to assigned families according to the Head Start Performance Standards, under the direct supervision of the Site Manager and the Family and Community Partnership Coordinator
- Recruit families for application to the program...ongoing
- Maintain a waitlist of eligible families and maintain contact with families on the waitlist
- Submit required documentation for application approval
- Provide orientation to families upon approval for enrollment
- Perform and assist with additional home visits that affect performance standard compliance (such as talking with parents concerning attendance or head lice), parent meetings, and PACT Nights
- Develop Family Partnership Agreements with all families
  - Complete the Family Goal Plan and Family Inventory Chart with parents/guardians and conduct social service home visits as needed. Make appropriate referrals and assist families in the development and application of goals with monthly follow-up
  - Provide and maintain documentation regarding each family's development through records and tracking of each family's goals
  - Support and promote families in becoming self-sufficient
  - Assist families by using community resources appropriately
  - Conduct monthly home visit
- Enter home visits, contacts and family information in to APRICOT.
- Assist parents and health staff with referral and follow through in getting Health, Dental, and Mental Health activities completed within the appropriate time frame
- Arrange transportation or seek community resources, as needed, to ensure program requirements are met
- Encourage families and community to volunteer in the program
- Help parents become decision makers in the program, recruit for Policy Council
- Plan and carry out parent training activities
- Play a vital role in assessing community partners
- Assist families in the transition process to the next educational setting
- Complete and submit all required documentation according to set time frame and expectations
- Support team to ensure documentation is completed and submitted according to the time frame
- Enter In kind data and daily attendance into the APRICOT computer program
- Support staff in classroom as assigned, to meet needs for supervision and safety and to ensure quality services are provided to children and families (such as covering for breaks when scheduled)
- Follow the daily schedule and allow children the opportunity to make choices in learning experiences.
- Interact with children in ways that facilitate the development of comprehension and expressive language.
- Work cooperatively and appropriately with volunteers, professional partners, and co-workers.

- Demonstrate realistic expectations about children's attention spans, interest, social abilities, and physical needs.
- Team with center staff to provide an inviting, engaging and responsive learning environment.
- Assist with observations and documentation of each child's progress.
- Float among classrooms to meet supervision requirements for all children.
- Eat meals with children as assigned.
- Adhere to all bus monitor training per Policies and Procedures.
- Act as Bus Monitor on assigned routes as needed.
- Responsible to assist children to exit the bus in the event of an emergency.
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- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior
- Comply with Head Start Performance Standards
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Attend mandatory In-Service trainings and staff meetings
- Attend individualized staff training and planning to advance skills and knowledge
- Responsibility to report any suspected abuse or neglect to appropriate authority
- Advocate for SEK-CAP, Inc. in the community
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Other duties as assigned

#### **KNOWLEDGE AND EXPERIENCE:**

##### Essential:

- Basic computer skills on IBM compatible P.C. systems and software
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems
- Ability to get along with diverse personalities; tactful, mature, and flexible
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing
- Resourceful and well organized self-starter, needing minimal supervision
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

##### Desired:

- Knowledge of Head Start Performance Standards/State Licensing requirements
- Knowledge of area resources

#### **EDUCATION AND QUALIFICATIONS:**

- Degree in Social Services preferred or equivalent of 4 years' experience in family service coordination
- One year experience working with young children and families providing Family Services Coordination is preferred
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, with the exception of a diagnosed medical condition requiring annual exams
- Obtain First Aid card and CPR certification within 30 days
- Obtain Bus Monitor training at first available opportunity
- Possess current, valid driver's license and meet agency insurance underwriting guidelines
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to ten pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date