



Child and Family Advocate
Date: July 19, 2018

Reports to: EHS Education Manager
Classification: Full-time

Department: Early Head Start
Status: Non-Exempt

Position Summary:

The Early Head Start program provides intensive, comprehensive child development and family support services to low-income infants and toddlers and their families, and to pregnant women and their families. The full range of Early Head Start services are provided by this position through weekly home visits to each enrolled family. The home visitor provides child-focused visits that promote the parents' ability to support their child's development. Twice per month, this position offers opportunities (socializations) for parents and children to come together as a group for learning, discussion, and social activity. Work is performed under the supervision of the Early Head Start Education Manager, and reviewed through regular supervision, reports, monitoring, data entry, and program achievements.

Essential Functions:

- Plan and implement home-based and socialization learning experiences that ensure effective implementation of the home visiting curriculum, IMIL model, PIWI philosophy, and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five, including for children with disabilities, dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
- Comply with and provide services based on all Head Start Program Performance Standards, Head Start Act, Agency Employee Handbook, all other agency policies and procedures, and State of Kansas Requirements, and be in compliance with all funding entities requirements
- Ongoing and professional communication and coordination with co-workers, management staff, and customers/families
- Plan and implement 90 minute weekly home visits and socializations twice monthly, lasting 90 minutes each- pulling together all material needed and lesson plans- in coordination with families
- Recruitment of new families and maintain a waitlist- to achieve funded enrollment
- Complete orientation paperwork with each family, within the specified deadlines
- Adhere to the Standards of Conduct and Community Action Code of Ethics.
- Develop Family Partnership Agreements and goals with all families- maintaining a working relationship to assist with family progress
- Enter home visits, attendance, documentation, contacts and family information in to the agency software
- Scan, upload all documentation to agency software
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- Assist parents with referral and follow through in getting Health, Dental, and Mental Health activities completed within the appropriate time frame
- Have knowledge of and seek additional community resources, as needed, to ensure program requirements are met
- Encourage families and community members to volunteer in the program and complete In-Kind document

- Understand and support the NEK-CAP, Inc. governance, as it applies in relation to Parent Committee, Policy Council and the Multi-County Board of Directors. Actively recruiting members, as needed, to be in compliance with the Head Start Performance Standards and Head Start Act.
- Assist families in the transition process to the next educational setting.
- Complete and submit all required documentation and data entry, according to set time frames and expectations.
- Respect and support cultural differences and diverse family structures including but not limited to providing or arranging translation services for non-English speaking families.
- Attend and participate in trainings, staff meetings, web based go-to-meetings, reflective supervision, and In-Service days.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public or community meetings and/or public speaking.
- Participate in routine systematic planning to develop component goals/objectives based on the program data, the Comprehensive Community Needs Assessment and the Annual Head Start Self-Assessment as requested by supervisor.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Complete child development observations and enter in agency software, according to deadlines and requirements. Complete quarterly developmental checkpoints for each child.
- Maintain a clean and safe work area- to include socialization, vehicle and office.
- Obtain purchase orders and complete shopping for office, home visit and socialization supplies.
- Consistent contact with doctors and other health providers to obtain health and dental information- ensure documentation is faxed and/or picked up at the doctors' offices.
- Conduct OAE (hearing) and Vision screenings utilizing the required equipment.
- Knowledge of EPSDT and Immunization schedule- ensuring all paperwork and health/dental screenings are completed in a timely manner- to include any follow-up needed.
- Make a determination as to whether or not each child has an ongoing source of continuous health care, dental care, and health insurance. If not, collaborate with parents, staff, and the community in accessing a source of care.
- Coordinate with families and community partners to see that selected screenings have been completed in a timely manner- this includes dental exams, physicals, hemoglobin, lead, follow-up appointments, etc.- in accordance with Head Start Performance Standards.
- Remain in contact with staff and customers via cell phone calls, emails or text messages.
- Conscious Discipline/Love and Logic: role model and help parents learn these techniques.
- Be able to work independently, have good time management and organizational skills.
- Report any suspected child/adult abuse or neglect to appropriate authority.
- Maintain dependable, punctual attendance and adhere to appropriate break times.
- Uphold and promote the values and mission of NEK-CAP, Inc.
- Adhere to the Standards of Conduct and Community of Action Code of Ethics.
- Support management decisions both in actions and words.
- Maintain quality collaboration with the owners of the facility you are in.
- Ability to work varied hours – our program supports families' schedules, so this position may need to come in early or stay later in the day to accommodate a family's schedule or provide socialization.
- Other duties as assigned.

Knowledge and Experience:

Essential

- Basic computer and electronic skills
- Basic operations of general office equipment such as photocopiers, faxes, and phone systems.
- Superior interpersonal skills. 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
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners and customers
- Ability to learn and adapt

Desired

- Promote staff team building activities
- Increase child and family development and skills
- Continue to develop personal professional growth and expertise

Education and Qualifications

Bachelor's degree from an accredited institution preferred. Preference will be given to degrees in Social Work, Family Studies, Counseling, Human Services, Leadership, Education or Early Childhood Education field.

Preference given for experience working with families or young children.

Minimum requirement High School Diploma/GED.

Obtain Driver Improvement/AAA certification and First Aid and CPR certification and keep current, attend training in child abuse and neglect, blood borne pathogens upon hire.

Successfully complete and pass a physical exam, TB skin test and drug screen before beginning employment.

Submit to and pass criminal background/history check in compliance with State of Kansas Child Care Licensing.

Possess current valid state driver's license and personal automobile insurance and present upon hire, and have reliable transportation.

Physical Requirements/Work Environment

The physical demands 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 (adult and child size furniture) stand, walk and stoop, kneel or crouch;
- 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

- Regularly lift and/or move 50 plus pounds;
- Assist children with toileting and changing diapers
- 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 by this position. 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 requirements of the job change.