



## Family Development Advocate Date: July 19, 2018

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**Reports to:** Family & Community Resource Mgr. **Department:** HS/Family and Community Resources  
**Classification:** Full-time (11 month) **Status:** Non-Exempt

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### Position Summary:

NEK-CAP, Inc. provides a wide array of services through Family Development Advocacy under both the Head Start and Community Services Block Grant funding. Our programs work from a strengths based – family/person perspective with Family Development at the core of our programs. Community Services Block Grant funding is based on supporting families through the National Performance Indicators and providing Family Development Advocacy (case management)- promoting family development/self-reliance. The Family Development Advocate is responsible for understanding all NEK-CAP, Inc. programs; providing all customers with such knowledge; and developing an understanding and partnerships with other community resource providers. This Family Development Advocate is a strengths-based position which will assist families with building on their own strengths to become capable of taking responsibility for managing their own lives within the community (Family Development Partnership). All services will be customer/family driven and all outcomes will be maintained and analyzed via an all agency database. Work is performed under the supervision of the Family and Community Resource Manager and reviewed through regular supervision, reports, and program achievements.

### Essential Functions:

- Complete application process as needed with families, including EHS/HS, Continuum of Care, Emergency Solutions Grant, Housing Choice Voucher, Tenant Based Rental Assistance and Emergency Services.
- 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.
- 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.
- Ongoing and professional communication and coordination with co-workers, management staff, and customers/families.
- Recruitment of new families and maintain a waitlist- to achieve funded enrollment by the first day of classes.
- Complete orientation paperwork with each family within the specified deadlines.
- Maintain and assure confidentiality and privacy of NEK-CAP, Inc. customers.
- Address the needs of families by completing the family development partnership, surveys and goal setting activities.
- Build respectful, culturally responsive, and trusting relationships with families maintaining a working relationship to assist with family progress.
- Respect and support cultural differences and diverse family structures including but not limited to providing or arranging translation services for non-English speaking families.
- Enter home visits, documentation, contacts and family information in to the program database.
- Scan, upload all documentation to program database.

- Complete and submit all required documentation and data entry according to set time frames and expectations.
- Run Program Information Report (PIR) and Community Service Block Grant (CSBG) reports monthly, audit weekly, making corrections if needed.
- Assist parents with referral and follow through in getting Health, Dental, and Mental Health appointments completed within the appropriate time frame.
- 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 Growth Assessments, BP, OAE 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 done in a timely manner- this includes dental exams, physicals, hemoglobin, lead, follow-up appointments, etc.- in accordance with Head Start Performance Standards.
- Coordinate with families to ensure Individualized Health Plans and/or Family Team Support meetings are completed for children with special mental health or health care needs.
- Facilitate classes for HS families and the community: Love and Logic, Tackling the Tough Skills, REALL, and Poverty Simulation, etc.
- Have knowledge of and seek additional community resources, as needed, to ensure program requirements are met.
- Advocate for NEK-CAP, Inc. in the community – this may include attending public or community and/or public speaking.
- Encourage families and community members to volunteer in the program or complete assigned homework and complete In-Kind documents.
- Understand and support the NEK-CAP, Inc. governance, as it applies 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.
- Obtain purchase orders and complete shopping for family engagement activities supplies.
- Assist center staff and families in the transition process to the next educational setting.
- Attend and participate in trainings, conferences, staff meetings, web based go-to-meetings, reflective supervision, new staff orientation, coaching and In-Service days.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Plan and carry out family engagement activities with center staff under the direction of the Parent Committee each month
- Maintain a clean and safe work area- to include family engagement activities, vehicle and office.
- 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.
- Timely office work and coordination- emails, phones calls, answering questions, etc.
- 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. Also, this position may have to support the classroom by riding/driving a bus route, so start time could be earlier.
- 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**

- Meets challenges with resourcefulness
- Promote staff team building activities
- Increase family development skills
- Continue to develop personal professional growth and expertise
- Strives to continuously build knowledge and skills
- Shares expertise with others
- Demonstrates group presentation skills
- Writes clearly and informatively
- Displays passion and optimism

**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

Family and Development Credential after hire in compliance with the Head Start Performance Standards

### **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.*