

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA  
MIGRANT AND SEASONAL HEAD START  
Job Description**

Date: June 2009  
Exposure Determination Category 2

Salary Grade 12-16  
Chart # 2

**Job Title:** Family Advocate

**Reports To:** Family Development Coordinator

**General Function:** Build a partnering relationship with parents of Migrant and Seasonal Head Start children in order to support family growth in a variety of family development areas. Implement Head Start objectives based on the Performance Standards.

**Typical Duties and Responsibilities:**

1. Recruit and complete intake forms on eligible children and families by doing door-to-door outreach in the assigned areas and by maintaining close communication and cooperation with other local and regional agencies and organizations serving migrant and seasonal families and children to insure that every eligible child is enrolled.
2. Support and strengthen families as the primary nurturers of their children through parent education at parent meetings, home visits, newsletters and written information reflective of the parents' interest and needs related by parent survey.
3. Develop and maintain a team approach with the center staff to support families and support parent group activities.
4. Responsible of doing home visits with each individual family to build a respectful relationship with families and to have a broad understanding of every family in the program.
5. Work with the families in development and implementation of the Family Partnership Agreement, including providing assistance to families through referrals, goal setting, problem solving, and support; monitor and document family's progress.
6. Assist families in crisis to locate needed resources, and to plan to prevent future crisis, if possible.
7. Provide follow up and develop strategies with families and center to deal with attendance concerns.
8. Develop for implementation of regular scheduled family gatherings in cooperation with Site Facilitator.
9. Foster and develop good communication and relationships between families and Migrant and Seasonal Head Start program.
10. Promote Parent Involvement throughout the program and the community.
11. Advocate with and on behalf of families to promote high quality services.
12. Support children and families in making successful transitions.
13. Maintain efficient and effective record keeping in standard forms and Child Plus
14. Maintain standards of confidentiality regarding program, children, families and staff.
15. Translate and interpret oral and written information to and from families.
16. Perform other duties as assigned.

**Scope of Position:**

- Reports to the Family Development Coordinator; moderate supervision is given.
- Indirect supervision given by coordinators in specific program areas.

- Works with 20-30 families supporting families as they achieve their goals.
- Develop a team approach with teachers to support family growth.
- Assist families in many situations involving transition.
- Financial impact of this position is on the program in the form of payroll for carrying out duties, and in the effective use of provided resources.
- Typical contacts are with the Migrant and Seasonal Head Start Management Team, center staff, MSHS parents and children, and representatives from other agencies offering services to enrolled families.

**Knowledge, Skills and Technical Abilities:**

- High school equivalent,
- Ability to partner with others, form healthy relationships, and offer support without encouraging dependence.
- Must be proficient in verbal communication and in maintaining written documentation.
- Position requires the ability to speak, read and write Spanish.
- Knowledge of family dynamics, knowledge of community resources.
- Ability to work with families in crisis. Understanding of different cultural backgrounds, and the ability to focus on the strengths of others are necessary skills.
- Basic computer skills needed.
- Must have a valid driver's license with good driving record and insured vehicle.
- Current CPR and First Aid card.
- Complete 20 contract hours of education annually in subject matter related to position.

**Working Conditions:**

- Office environment 30%
- Home environment 50%
- Training or meeting 10%
- Travel 10%
- Will work some evenings and weekends, parent and community meetings, training, family crisis, home visits.

**Major Accountabilities:**

- Positive outcomes for families as related to family goals measured by completion of follow up communication with parents to assess growth.
- Recruitment of children.
- Communication with program staff to ensure quality services are provided to families.
- Completion of work assignments measured by family visits and contacts.
- Completion of documentation for program outcomes.

**Physical Requirements:**

1. Must complete health physical upon entry to program and yearly health screenings.
2. Must be able to make visits in home situations.
3. Physically able to perform job.

- Grade 12 - High school equivalency (GED)  
Must be able to speak, read and write Spanish and English.  
Valid Driver's license with good driving record and insured vehicle  
Age 21 or above
- Grade 13 - Meet qualifications above  
2 years experience in case management or a Family Service credential
- Grade 14- Meet qualifications above  
AA in Human Services or related field
- Grade 15 Meet qualifications above  
BA in related field
- Grade 16- Meet qualifications above  
BA in social work.

Approved by: \_\_\_\_\_, Human Resources Director \_\_\_\_\_ Date

Approved by: \_\_\_\_\_, Program Director \_\_\_\_\_ Date