

## SENC HEAD START JOB DESCRIPTION

<b>POSITION TITLE:</b>	FAMILY SERVICES ADVOCATE
<b>DEPARTMENT:</b>	HEAD START
<b>SUPERVISOR:</b>	FAMILY PARTNERSHIPS COORDINATOR
<b>POSITIONS SUPERVISED:</b>	VOLUNTEERS
<b>CLASSIFICATION:</b>	FULL TIME
<b>SALARY RANGE:</b>	GRADE ONE
<b>EMPLOYEE STATUS:</b>	NON-EXEMPT

**JOB SUMMARY:** The Family Services Advocate establishes and maintains mutually respectful partnerships with families to enhance the quality of their lives. Provides Family advocacy and coordinates services delivered to the families of children participating in the Head Start program.

### MAJOR DUTIES:

1. Conducts outreach, recruitment, and completes applications of age-eligible children and maintains a waiting list for Head Start and related services.
2. Assists families in crisis by providing information on community services, follow-up services, and makes referrals to assure delivery of needed services. Ensures children receive needed health services.
3. Maintains social service, parent involvement, and health records for children/families.
4. Makes home visits, completes, and provides follow-up on Family Needs Assessments, through observation, interviewing, and gathering written data.
5. Provides support transportation, as appropriate, for participants.
6. Assists with parent committees and committee activities.
7. Performs other duties as assigned by the Center Supervisor in keeping with the efficiency and effectiveness of the Head Start program.

### Minimum Qualifications:

**License or Degree:** Associate or Bachelors Degree in Sociology, Social Work, Psychology, Counseling, or a related field of study preferred.

Valid drivers license and/or reliable personal transportation required.

**Minimum Age:** 21 years of age preferred.

**Education / Knowledge:** High School Diploma or equivalent.

Experience: Volunteer or compensated work experience with children and/or low income families in a child care setting or in a community social service agency (public or private) is preferred.

**Other Requirements:**

1. Be able to travel on agency business and attend out of area training meetings and /or conferences as required.
2. Be able to establish and/or maintain positive working relationships with social service agencies and providers in the area.
3. Maintains confidentiality of information as required by SENCA personnel policies and/or state and federal regulations.
4. Must have the ability to empathize with program participants.
5. Maintains ones self at all times so as not to bring discredit upon themselves or the agency.

**Skills and Abilities:**

Able to communicate effectively, understands, and comprehends communication.\*

Able to gather information using observation and interviewing skills.

Able to prioritize and organize tasks, to function independently on tasks, and make independent decisions, according to policy and procedure.

Able to learn and implement new and improved procedures.

Able to prepare effective, accurate computerized reports in a timely manner.

Able to work collaboratively and cooperatively with community organizations and individuals from various backgrounds.\*

Able to interact effectively with staff, parents, the public, volunteers, and funding source

Able to utilize computer functions for word processing, spreadsheets, etc., to perform organizational and administrative tasks.

Able to work with others using a team model and to follow basic teamwork principles.\*

\* Necessary at time of hire.

POSITION DESCRIPTION APPROVAL: HEAD START FAMILY SERVICES ADVOCATE

APPROVALS:

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Chairperson, Head Start Policy Council

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Agency Executive Director

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Agency Equal Opportunity Officer

I have read, understand, and received a copy of the above job description and agree to perform the duties contained herein and further agree to abide by all other sections of the above job description.

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Employee's Signature

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Date