

Policy Number: JD 012	Title: Summer Family Advocate Job Description
Performance Standard:	Original Date: 2/10/16
	Policy Council Approval/Revision: 1/2018 BOE Approval:

Qualifications: Requires experience in social work, sociology, psychology, teaching, or a related field. B.A. preferred
Strong oral & written communication skills
Working knowledge of computer programs and software
Completed KBI criminal background check
Pre-employment Physical Exam with TB skin test

Reports to: Assistant Director for Family and Community Services

Job Description: Support parents in their role as primary caretakers and educators of their children and encourage their environment in all aspects of the program. Maintain ongoing contact with the families and work with all other program components. Advocate for and support communication with children and families in the Early Childhood Program. Assist classroom staff with needs of children. Acted as a liaison between the school and the family. Promote parent involvement and shared decision making. Work independently and with a team to achieve program goals. Assist families in setting and achieving goals.

Essential Functions:

1. Learns and complies with Head Start Program Performance Standards and USD 418 policies and procedures.
2. Assists families in identifying needs and accessing resources.
3. Facilitates recruitment and enrollment of all children; takes applications in the home, or in the community.
4. Ensures that documentation, files, and tracking systems for children and families are current and complete; including filing purged files.
5. Advocates for children and family needs within the community.
6. Helps to ensure that all assessments, medical/dental requirements are completed within the Head Start time frame.
7. Supports parents to follow up on identified health, dental and social emotional needs.
8. Attends workshops and professional development as needed.
9. Assists and supports community involvement.
10. Maintains and ensures child and family confidentiality.

11. Reports suspected child abuse and neglect to the appropriate authorities and supervisor.
12. Performs other duties as requested by the supervisor.
13. Follow-up on pending and accepted applications including acceptance letters.
14. Shred files as necessary.
15. Prepare resources for staff, families, and building secretaries including health records.