

EAST MISSOURI ACTION AGENCY, INC.
"A Community Action Agency"
403 Parkway Drive, PO Box 308
Park Hills, Missouri 63601
"An Equal Opportunity/Affirmative Action Employer"

POSITION DESCRIPTION

1. Job Title: Family Advocate
2. Grade Level:
3. FLSA Status: Non-exempt
4. Supervisor's Position: Directly Supervisor: Site Manager
Indirectly Supervised: Area Coordinator
5. Supervised Positions: None
6. Position Summary:
Responsible for helping parents to provide their children with benefits of participation in Head Start, to improve their parenting skills, to assist them in identifying family resources and needs, and to obtain services to help meet the identified needs. Also responsible for the coordinator and implementation of health services and mental health services, as well as follow-ups to these services, for all enrolled children in the assigned area.
7. SPECIFIC HEALTH RESPONSIBILITIES:
 - A. Secures health screenings, physicals and dental examinations according to time schedule established by regulations and policies.
 - B. Ensures health screening is provided to enrolled children at center to include: height, weight, blood pressure, hearing, vision and other criteria as may be determined documentable under program regulations.
 - C. Checks children's oral health and prioritizes for dental care according to health plan.
 - D. Ensures hematocrit /hemoglobin testing is provided for children and monitors immunization records to meet licensing requirements.
 - E. Records health information in the children's health records and provides the information to the Area Support Assistant to data entry according to an established schedule.
 - F. Informs staff and parents of any needed screening, initial exams or follow-ups.
 - G. Provides families with health information and enables them to have educational experiences; assists families when necessary in the arrangement of medical and dental appointments required for Head Start children and needed by other family members, including designated follow-ups.
 - H. Maintain good working relations with area health personnel to help parents secure medical and dental appointments.

- I. Cares for all screening equipment.
- J. Assists in administering DIAL-4 and other screening as required.
- K. Completes Release of Information forms as needed and submits them to Central Office.
- L. Works closely with Site Manager to keep that person informed of developments related to the health of Head Start children.
- M. Performs any other duties deemed necessary by program needs and requirements.

8. SPECIFIC SOCIAL SERVICE RESPONSIBILITIES:

- A. Assists families in identifying family resources and needs.
 - 1. Assists parents in developing and fostering healthy self-concepts.
 - 2. Assists parents in becoming the primary early childhood educator(s) for their children.
 - 3. Assists parents to assess their families' strengths and unmet needs; makes referral to community resources as needed; acts as an advocate for Head Start families.
- B. Works with families on a scheduled basis in their homes for at least 60 minutes every other month.
 - 1. Is accompanied by supervisor or resource staff as appropriate.
 - 2. Assists families to develop, maintain and periodically up-date, a Family Needs Assessment throughout the program year.
 - 3. Works with parents to develop a bi-monthly home visit plan based on identified family need and a monthly contact, which may be by phone, center visit, etc. with documentation.
- C. Participates in all appropriate group meetings.
 - 1. Assists with and ensures accurate recording of all parent meetings; provides guidance and leadership in the planning of and participation in monthly parent meetings.
 - 2. Encourages parents to attend parent meetings.
 - 3. Works within the community to educate and foster parents partnerships to enhance services to children and families.
 - 4. Recruits volunteers from the community and helps assure their effective involvement.
- D. Recruits families following current recruiting procedures.
- E. Maintains confidentiality of family records and information.
- F. Completes required forms accurately and as scheduled by following the timeline.
- G. Ensures family staffing is completed in accordance to the Head Start Work Service Plan.
- H. Performs any other duties necessary to satisfy program needs and requirements.
- I. Works with families, schools and agencies to secure resources for children with disabilities.

9. TRAINING, EXPERIENCE AND SKILLS REQUIRED (QUALIFICATIONS)

- A. Minimum age 18.

- B. Must possess high school diploma or GED.
- C. Must have three (3) years experience in working with adults and young children or a two (2) year degree in a related field.
- D. Must pass an annual physical exam and TB test.
- E. Must have a valid driver's license, proof of insurance and reliable transportation.
- F. Must be able to lift up to 10 pounds easily, work in moderate noise levels and drive in poor weather conditions.
- G. Must possess good written and oral communication skills.
- H. Must participate in all appropriate training.
- I. Must have knowledge of health related issues that pertain to children and families.
- J. Must maintain a professional appearance and demeanor.
- K. Must maintain good attendance.

Employee's Signature

Date

Supervisor's Signature

Date

Director's Signature

Date

Executive Director's Signature

Date