



Regional Consolidated Services

Job Description

Department Early Head Start/Head Start

Job Title Family Advocate

Purpose: The purpose of this position is to assist the coordinating staff in providing comprehensive quality services to Early Head Start/Head Start children and their families.

Primary Duty: The primary duty of this position is to ensure families are moving towards self-sufficiency.

Essential Functions and Responsibilities:

1. Maintains working knowledge of Head Start Performance Standards, the Head Start Act, NC Child Care Regulations, RCS Employee Handbook and RCS Head Start Operations Manual.
2. Recruit eligible children and families for the program.
3. Maintain a family caseload including documentation, records, and files on ChildPlus within the required timeframes.
4. Always maintain full enrollment for assigned classrooms.
5. Conduct home visits to establish, complete, and follow up family partnership agreements when needed.
6. Act as a liaison between families, staff, and community resources.
7. Work in coordination with all component areas.
8. Maintain attendance records to ensure adherence to 85% average daily attendance requirement.
9. Attend family advocate meetings.
10. Consistent and regular attendance is required.

Other Duties and Responsibilities:

1. Perform other duties as directed by the Family Engagement & ERSEA Coordinator.

Supervisory Responsibilities: None

Knowledge and Skills:

1. Excellent verbal and written communication skills
2. Knowledgeable in human development, family dynamics and the needs of children
3. Willingness to work flexible hours based on the needs of the families served

Fiscal Responsibility:

1. Responsible for timely submission of supply requests
2. Responsible for making parent committee arrangements, including reservations and completion of purchase orders according to agency fiscal procedures.

Physical Demands:

1. See, hear, speak; walk; drive a vehicle; bend, stoop, lift up to 60 pounds; use hands, fingers, and arms.

Working Conditions:

1. Office setting with moderate noise level.
2. Classroom, including outdoor play area, setting with moderate to loud noise levels during site visits.
3. Travel that is local, regional and national requiring overnight stays.

Qualifications:

1. High school diploma or equivalency required, human service or related degree preferred
2. Experience working with families in a human service capacity required
3. CDL and bus driver certificate optional
4. Able to obtain clean background checks through the Department of Health & Human Services (DHHS).
5. Willing to obtain a family service certificate within 18 months of hire if post-secondary education is not obtained.

Classification: Nonexempt position 12-month. The Family Engagement & ERSEA Coordinator supervises this position.

Staff Name: _____

Staff ID Number: _____

Date: _____