

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Head Start/Early Head Start Family Service Advocate

Classification: Non-Exempt

Reports to: Family-Community Engagement Manager

Date: Revised June 2019

Summary/Objective

Serves as the primary link to families enrolled in the Head Start Program

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Facilitates the successful involvement of parents in all aspects of the program by creating an environment that is comfortable and inviting
- Acts as a liaison between the community and the Head Start program
- Responsible for the recruitment of children by canvassing the local community, displaying program materials, encourage referrals, and complete the application process
- Prepare and facilitate monthly parent meetings by scheduling guest speakers, preparing agendas, securing meeting space, and providing required training
- Ensures required and requested training sessions are provided to families
- Provides transportation for children and families in the provision of services and parent involvement activities such as medical, dental, Parent and Policy Council meetings
- Maintains an organized, confidential system of record keeping and reporting
- Assist families in identifying and developing goals and ensures on-going contact to ensure the direct services or referrals are adequate and satisfactory
- Substitute in classrooms when required
- Drives/monitors Head Start when needed
- Maintain accurate sign-in/out sheets on all enrolled children for billing purposes where applicable
- Collects daycare funds dispersing receipts and maintaining all documentation and currency in designated locked areas where applicable
- Responsible for the provision and monitoring of health services

Competencies

1. Attention to Detail
2. Diversity/Inclusion
3. Ethics & Integrity
4. Organizational understanding
5. Professionalism
6. Customer/Client Focus
7. Planning & Organizing/Time Management
8. Communication
9. Tact
10. Problem Solving

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Supervisory Responsibility

This position has no supervisory responsibility

Work Environment

This position operates in a professional center based environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a regular part time position. Days and hours of work are planned in advance and schedule is provided at the beginning of each school year. Flexibility in schedule is required.

Travel

Travel is primarily local during the business day, although out-of-area travel may be expected upon notice.

Required Education and Experience

High School Diploma/General education Degree with the completion of a FDC credential within 18 months of hire.

Preferred Education and Experience

Associate Degree or higher in Social Work with experience working with case management

Additional Eligibility Qualifications

Valid Class C Commercial Driver's License with a PS Endorsement within 60 days of employment.
Approved CDL Physical Exam

Additional Requirements

Valid Kentucky driver's license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

AP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

CEO: _____ Date: _____

CCO: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____