

## KAWERAK POSITION DESCRIPTION

DIVISION: Education, Employment and Supportive Services  
JOB TITLE: Family Advocate I Nome  
POSITION STATUS: Regular Full Time  
EXEMPT STATUS: Non-Exempt  
PAY SCALE GRADE: 10-11-12  
REPORTS TO: Family Advocate II

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

#### **Core Staff Responsibilities**

1. Assist with implementing the goals, objectives and performance standards of the Head Start/Early Head Start/Child Care Programs.
2. Track all Program Information Report (PIR) data in regard to service area and submit monthly reports on the 7<sup>th</sup> of each month to the Director.
3. Develop, coordinate and monitor the integrated work plans, policies and procedures to ensure that performance standard and federal and state rules and regulations are being followed. Provide training and technical assistance to site staff to meet these regulations.
4. Participate in team planning with other specialists, site staff, and families to facilitate a seamless system of program delivery.
5. Follow Head Start Child Abuse and Neglect Policies and Standards of Conduct and Confidentiality Policies and report suspected cases of child abuse/neglect.
6. Perform CACFP Site Monitoring Reviews, complete Health and Safety Monitoring Checklists and Site Review Reports at home site and during travel to other sites in coordination with other core staff members.
7. Advocate for services on behalf of children and families at state, regional and local levels.
8. Assist in the completion of the program's self and community assessments to plan for the future.
9. Coordinate and participate in Head Start/Early Head Start/Child Care pre-service for programs.
10. Maintain a computerized record keeping system to document delivery of services related to service area using Child Plus data tracking software.
11. Assist with review of evaluation tools, communication systems, curriculum, and work with Policy Council for submission of revision requests on an annual basis.
12. Maintain, update, and improve systems, procedures, work plans, manuals, Program Information Report (PIR) and other relevant reports for related service area.
13. Must attend required trainings and complete a training plan.
14. Manage company credit card using the e-requester system.

#### **Family Advocate I Responsibilities**

15. Track family goals, and develop programs and activities to meet goals using community resources. Identify strengths/weaknesses of each family; coordinate with teaching teams and make referrals and follow-up for needed social services as needed.
16. Track and document all family services using ChildPlus and Family Partnership Agreements process. Make home visits as needed in order to involve parents in service delivery.
17. Recruit volunteers for parent involvement and in-kind contributions.
18. Assist in organizing orientation for parents, including production of brochures and organizing meetings.
19. Assist in training parents for their roles and responsibilities, including parent committee and policy council meetings. Encourage their monthly participation.
20. Plan and implement parent workshops and family nights throughout the school year using parent input and needs.
21. Track parent committee meetings and participation. Establish and coordinate volunteer recognition program.

22. Establish and maintain communication with local agencies such as tribes, schools, and clinics to coordinate local events and share goals.
23. Score the Devereux Early Childhood Assessments (DECA) provided by all Head Start/Early Head Start/Child Care Programs; evaluate results to identify needed services.
24. Work closely with Program Specialist to ensure quality services are provided.
25. Work with the ERSEA Specialist to recruit and enroll eligible children into the Head Start/Early Head Start/Child Care Program; establish and maintain confidential files on assigned enrollees.
26. Assist the Education/Disabilities Specialist in supporting families through IEP and IFSP referrals and services.
27. Assist Health/Nutrition Specialist by collecting, assessing, and tracking information on each child's health needs including vision, hearing and other screenings, mental health observations and follow up of health needs.
28. Participate on the Health Services Advisory Committee.
29. Assist with the coordination of Kawerak's Head Start/Early Head Start/Child Care Policy Council meetings as needed.
30. Other duties as assigned by Family Advocate II or designee.

#### **QUALIFICATIONS:**

1. Associate Degree or CDA required. Two years work experience in social services, health or early childhood preferred. Must be willing to work toward Associates Degree if not yet obtained.
2. Ability to work effectively with people from a variety of backgrounds.
3. Excellent interpersonal and communication skills, including demonstrated writing ability required.
4. Computer, keyboarding and office skills required. Must possess basic computer knowledge and skills in Windows, Internet usage, Microsoft Office software, Excel and Word.
5. Must complete and submit a work physical upon hire and every five years after hire.
6. Must complete an annual TB screening.
7. Must obtain a food worker's card within 2 weeks of hire.
8. Must obtain a Serv Safe certification within 6 months of hire.
9. Hold Current Infant/Child (Pediatric) CPR/First Aide Certification. If not, must obtain within 6 weeks of hire.
10. Must be dependable, self-motivated and able to work with minimum supervision.
11. Must be willing and able to travel.
12. Having a valid driver's license is preferred.
13. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

**Native Preference per Public Law 93-638**

**Approved**

**07/14/2015**