## Family Advocate Position Description

**Job Title:** Family Advocate  
**FLSA Status:** Non-Exempt  
**Pay Grade:** 10  
**Pay Range:** Min. $12.61, Max. $18.91  
**Reports To:** Designated Supervisor  
**Latest Revision:** December 2016

### Specific Duties & Responsibilities:

1. Formally assess family needs, determining with the family what approaches can best help them achieve self-sufficiency, including formal goal development. Review goals with families regularly & celebrate achievements.

2. Recruit & enroll children to maintain enrollment to include a minimum of 25 new complete applications at the end of each program year.

3. Provide information regarding (and help families access) agency & community services and a medical and dental home which families may benefit from.

4. Provide direct services such as informal counseling, transportation, advocacy, etc. as requested and needed by the family.

5. Maintain accurate and confidential records of all family and child contacts and interventions according to established agency procedure.

6. Ensure parental rights are upheld, including securing written consents. Maintain & update child individual health records.

7. Work with parents to resolve family or child related emergencies as they arise.

8. Follow-up daily on unexcused & irregular attendance.

9. Assist families in meeting all health requirements and identified family health needs, complete dental follow up with children as needed; securing medical cards and providing transportation.

10. Follow-up on all assessments, referrals, and treatments and inform parents of outcomes.

11. Encourage parent involvement by helping plan and carry out center committee meetings, parent orientation, and all parent communication. Also encourage parent volunteers.

### Primary Purpose:

Implement social services, parent involvement, health and education services, and family assessment and goal planning.

### Required Knowledge, Skills & Abilities:

1. Requires Associate’s Degree in Social Work or a related field, or equivalent training and development.

2. Requires a valid Illinois driver’s license.

3. Requires at least two years verifiable experience in a human services setting.

4. Requires knowledge of human services programs and available community resources.

5. Interpersonal skills to relate well to children, coworkers, parents, and the community.

6. Requires basic familiarity of computerized record keeping methods.

7. Requires certification as a Family & Community Development Specialist within one year of employment.

8. Requires the ability to travel over night or longer to meetings, training, or work-sites as required.

9. Must pass all criminal background clearances.

10. Ability to speak Spanish desired.

### Mission Statement:

Provide information, training, education, and other services that engage and empower families and communities to become self-sufficient.
Duties & Responsibilities Cont.:

12. Accurately complete and submit all required forms and reports in a timely manner.

13. Conduct all required screenings within 45 days of child’s enrollment.

14. Assist with transition, male involvement, health nutrition, mental health, transportation, special needs, and other service components.

15. Function as classroom substitute teacher as needed.

16. Assist families in application for All Kids and other health care payment.

17. Actively participate in daily classroom routines, especially during transition and meal times.

18. Actively engage with children whenever they are present.

19. Work with contracted transportation staff to ensure the safe arrival and departure of children to and from home.

20. Meet weekly as a classroom team to plan for the following weeks activities.

21. Discuss daily schedule plans and needs of children and families.

22. Conduct Agency intake activities for Agency services. Complete Agency intake applications for all services. Process application and determine eligibility ensuring the process results in a responsive outcome for approved families.

23. Willing to be observed and accept feedback from an assigned mentor. Willing set literacy goals and try new ideas and teaching strategies.

24. Embrace the confidentiality policy of the Agency by protecting the dignity of customers and not divulging information about children, families, other employees of the Agency to anyone other that the persons who are authorized to receive such information.

25. Track family and child information for PR.

26. Review and maintain 10 children files per month.

27. To monitor one’s own job performance, follow agency procedures, standards of conduct and confidentiality by providing high quality early childhood services, completing all record keeping and reporting requirements in a careful and accurate manner, acting with professionalism with customers and staff.

28. Actively participate in carrying out the mission of the Agency by participating in training and staff meetings.

29. Perform other duties as assigned.

Desired Outcomes:

1. Families receive services to help them ameliorate crises, and to help them achieve a greater degree of self-sufficiency.

2. Agency grants and contracts are fulfilled with accurate, timely reporting and high quality service delivery.

3. Customers receive highly responsive services, with confidentiality protected at all times.

4. Families with children in early childhood education services will receive comprehensive family services with high level of family involvement and participation.

This position description is intended as a guideline and is not intended to be all inclusive or exact, or construed as an expressed or implied contract. Changing business needs require revisions to job specifications and ECICAA reserves the right to change or modify position requirements at any time.

I have read, understand and have received a copy of the Job Description for my position.

_______________________________________________
Employee Signature

_______________________________________________
Date