



Tri-County Community *Action Partnership* Position Description

Position Title: Family Advocate	
Department: Head Start/Early Head Start	Status: Full-time Hourly/Non-Exempt
Pay Grade: Grade 6/Union	Location: Crow Wing, Todd, & Morrison Counties
Position Reports to: Family Engagement Manager	

Mission Statement

“TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

Summary

The Family Advocate partners with the family to identify strengths, establish goals, and develop short-term objectives. This position partners with families to ensure parents have the skills needed to advocate for their children. The Family Advocate works in partnership with families on obtaining health requirements and communicates with program staff. The staff is responsible to take the lead in their service area on intakes, applications, and recruitment.

Primary Duties - *All TCCAP staff are required to actively recruit families for agency programs.*

Services to Families/Children:

- Maintains communication to ensure the highest quality of services to children and families by meeting regularly with teachers and other staff to share relevant information.
- Maintains regular contact with families on their caseload for the purpose of providing support, identify resources and refer families to the appropriate community partner as needed.
- Provides at a minimum two home visits a year to families on their caseload. The first visit would occur within 90 days of enrollment with the second visit occurring during the months of January to March. For families with high needs, the Family Advocate may need to make additional visits.
- Monthly contact (phone, text, pick-up, drop-off, or in-person) will be made with each family.
- Assists family in identifying strengths, establishing goals, developing short-term objectives through the family partnership agreement.
- Works with families to establish medical and dental homes.
- Encourage Parent Engagement.
- Provide Trainings on various topics including but not limited to: budgeting, child development, car safety, Conscious Discipline, health and nutrition.
- On a weekly basis visit each classroom on Family Advocate’s caseload for the purpose of getting to know children and families. Ideal times to visit would be a drop off, pick up and during the day.
- Monitor attendance daily, follow up with staff on any attendance concerns, contacting families when staff have been unable to reach them (either by phone or in-person). Make an attendance plan with the assistance of the parents for children who are chronically absent.

Parent Meetings/Policy Council

- Family Advocate will facilitate Parent Meetings. Meetings will consist of site information/updates, parent led topics/trainings, and Policy Council updates. Meetings will take place in conjunction with Family Events
- Parent Meetings will include a time for Family Fun Events. These events will be planned jointly with parents and staff.
- Policy Council Members will be elected at the first Parent Meeting of the new program year.
- Family Advocates are responsible to remind their Policy Council Members by calling and texting reminders of the upcoming meeting.

Documentation/Tracking

- Maintain up to date documentation on each family utilizing case notes within ChildPlus to record all interactions with

the family.

- Prepare, Facilitate, and Document Team Staffing's quarterly.
- Complete and submit monthly reports as required by the 5th of each month.
- Provide interpretation and translation services to families as needed including but not limited to **(Bilingual positions only)**:
 - Translate documents and letters.
 - Assist during socialization events and dental and medical appointments.

Recruitment/Community

- Assist with ongoing recruitment efforts including enrollment/re-enrollment.
- Participate in recruitment events and activities.
- Establish cooperative referral relationships with other agencies and continually be aware of available community resources.
- Develop connections with appropriate community and government resources by maintaining knowledge of other systems, making referrals, and identifying unmet needs (i.e. Lutheran Social Services, Salvation Army, energy assistance, county social services and public health, mental health services, etc.).
- Work cooperatively with other team members and demonstrate a strong ability to contribute to a positive work environment.

Qualifications

- Family Service Credential
- Bachelor's Degree in Human Services, Social Work or closely related field preferred.
- Two years of experience working with Children/families required.

Physical Requirements

- This position includes light work, lifting to 20 pounds, with frequent lifting/carrying of objects weighing up to 10 pounds.
- Able to effectively verbally and orally communicate in the English language including following oral and written instructions.
- Sit at a desk for extended periods of time and perform work sitting at a computer.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.
- Able to work a flexible work schedule, nights and weekends on occasion including attending events/meetings as needed.
- Must possess valid MN driver's license and proof of insurance and be able to travel to family homes regularly throughout the week.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.

I have read and understand this description of my position.

Employee Signature

Date