



Family Support Advocate (Family Center)

Purpose Statement

The job of Family Support Advocate (Family Center) is done for the purpose/s of adhering to the guidelines set forth in the Illinois State Board of Education Birth to Three Programs Standards.

This job reports to Family Support Team Leader

Essential Functions

- Build and maintain community networks and collaborations for the purpose of complying with established guidelines, and collaborating to meet the needs of the families.
- Completes all family/parent/child assessments for the purpose of documenting goal setting and outcomes, and referring to services, if indicated.
- Follows procedures as set up by the Center (e.g. signing in/out, phone use, calling when sick, requesting time off, etc.) for the purpose of ensuring the efficient and effective operation of the Family Center Program.
- Maintains and submits paper work in a timely manner (e.g. home/center visit attendance data; event and group attendance; individual attendance analysis; all file folder forms; developmental screenings; parenting/family assessments; developmental staffings; home visit plans for 24 home visits a year per caseload family; IFSP goals; monthly reports; center event planning forms, etc.) for the purpose of complying with required quality standards.
- Maintains a confidential and professional relationship with families (e.g. supports all parent functions; contacts parents by phone when necessary; distributes printed information (flyers, newsletters, memos); invites parents/families to all appropriate center events; plans activities that keep parents interested in their child's education;, etc.) for the purpose of supporting families in achieving their goals.
- Networks weekly with community schools, agencies and institutions for the purpose of recruitment and building collaborative relationships.
- Offers a wide variety of learning activities for the purpose of meeting children's developmental and academic needs.
- Participates in all training programs for the purpose of developing skills in Family Support and Parenting education, child and family development, human diversity within the family system, health, safety and nutrition, and relationships between families and communities.
- Participates as a team member for the purpose of designing an effective model for sharing responsibilities.
- Participates in yearly evaluations for the purpose of continuous quality improvement.
- Participates in all required staffings and conferences for the purpose of team building and conveying and/or gathering information.
- Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the Family Center Program.
- Plans home/center visits in advance of meeting for the purpose of ensuring that the visit is implemented professionally in accordance with Parents As Teachers Quality Standards and provides high quality services to families.

- Plans group sessions for the purpose of helping families build social connections, promote positive parenting skills, and increase parent's understanding of their role in their child's development.
- Posts emergency medical procedures, emergency exits, due dates and weekly home visit schedules in personal work space for the purpose of ensuring the efficient and effective operation of the Family Center Program.
- Prepares and/or assists with a variety of written documents and/or materials (e.g. accurate monthly reports, caseload documentation forms, etc.) for the purpose of documenting activities and services, providing written reference, and/or conveying information.
- Prepares for home visits (e.g. maintain supplies and materials in good order and condition (books, puzzles, records, etc.); complete and labeled home visit kits; use child assessments in planning and implementing home visit plans; provide materials that encourage social and cultural awareness; provide transitional plans for a smooth transition from 0-3 to 3-5 programs (Head Start and Pre-K), etc.) for the purpose of complying with the required curriculum guidelines.
- Recruits eligible families, maintaining a caseload of 24 families for the purpose of complying with established guidelines.
- Respects dress code as established by the Center for the purpose of adhering to required guidelines and maintaining a professional working environment.
- Uses appropriate conflict resolution management techniques for the purpose of encouraging problem-solving and advocacy.
- Utilize the "Parents as Teachers" curriculum as the core curriculum for the purpose of complying with required guidelines, and meeting model fidelity.
- Works with Child Development Team Leader and classroom teachers for the purpose of providing holistic support to families and children, and ensuring the efficient and effective functioning of the Family Center Program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using pertinent software applications; adhering to safety practices and procedures; operating standard office equipment; good oral and written communication skills; good organizational and management skills; computer proficient.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: coaching, cross management, stages of child development; methods of motivating and guiding children, reflective practices; and awareness of regulations and laws related to child abuse and neglect.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; Specific Ability based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; communicating with persons of varied backgrounds; maintaining confidentiality; and adapting to changing priorities; communicating with diverse groups; working as part of a team; meeting program requirements and supervising families.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency: - At least 2 years experience in supervising staff and working with families with birth-to-eight year old children in the home or the center is required
- Bi-lingual in English and Spanish.

Required Testing:

TB Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Pre-Placement Medical Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade