

Job Title: Family Advocate, including Oshki-Inwewin (Ojibwe language and culture integrated into preschool program)

Immediate Supervisor: Head Start Director

Department: ISD 709 E-12 Operations

Pay Grade Assignment: Duluth Federation of Teachers, Local 692, A.F.T., and Teachers' Salary Schedule

Minimum qualifications: Minimum Bachelor's degree in Early Childhood education with a valid MN Pre-Kindergarten or Early Childhood Education licensure, with experience working with parents or Social Work degree with experience working with parents of preschool children. Valid driver's license and access to reliable transportation. This position includes Family Advocacy for Oshki-Inwewin, so applicants must have experience, knowledge and comfort working with the Ojibwe community.

Desired qualifications: Coursework and/or experience in adult education, working with families from a variety of social and cultural backgrounds and families living in economic poverty. Knowledge and understanding of community resources. Ability to work with families in the areas of conflict resolution; behavior management; mental health issues for adults and children and developmentally appropriate child development practices. Ability to demonstrate effective verbal and written communication skills. Computer literacy. Ability to work independently.

Duties and Responsibilities:

Implement and assure compliance with Head Start Performance Standards and conduct home visit with family as soon as possible after enrollment;

Provide advocacy and support for Head Start parents and/or guardians of Head Start families;

Communicate on a regular basis, at least monthly, with families providing follow-up, reminders, updates, parent meeting opportunities and other Head Start communication;

Develop and implement individualized Family Partnership Agreements including goal setting and follow-up;

Provide information about and referrals to community resources;

Manage crisis intervention in conjunction with Head Start staff and Mental Health specialists offering referrals, community resources and support;

Responsible for ChildPlus database data collection, entry and reporting in the Family Services area;

Assist families in meeting the Head Start health requirements including well-child check-ups, immunizations and dental health screenings;

Plan and implement monthly parent meetings, including family engagement with an Ojibwe focus for Oshki-Inwewin.

Provide Parent education in a variety of modes;

Partner with classroom teachers to directly contact families regarding attendance, transportation and other issues;

Participate in staff development and ongoing training;

Carry out roles and responsibilities as a mandated reporter;

Other duties as assigned by the supervisor.

