

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE	: EARLY HEAD START FAMILY ADVOCATE
SALARY RANGE	: 7
FLSA STATUS	: Non-exempt
REPORTS TO	: Head Start Manager
SUPERVISES	: None

INTRODUCTION

The Family Advocate is responsible for recruiting expectant families and families with children ages 0-3 years old into the Early Head Start program. Ensures the accuracy of determining a family's eligibility, and children are waitlisted based on highest priority according to current federal poverty guidelines, selection criteria & point system and Head Start Program Performance Standards. They must promote a comprehensive approach to family engagement and serve as a liaison between program and home settings to build relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children.

Core Competencies

1. **Conduct** - Behaves in a manner that supports the agency's mission and follows personnel policies and procedure.
2. **Communications**: Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
3. **Teamwork**: Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
4. **Problem Solving**: Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a "best fit" solution
5. **Build Collaborative Relationships/Teamwork**: Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
6. **Decision Making/Problem Solving/Analytical Ability**: Able to make difficult and appropriate decision in a timely manner.
7. **Self Development**: Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

Relationship Based Competencies for Staff and Supervisors Who Work with Families

1. **Positive, Goal-Oriented Relationships**: Engages in mutually respectful goal-oriented partnerships with families to promote parent-child relationships and family well-being.
2. **Self Aware and Culturally Responsive Relationships**: Respects and responds appropriately to the culture, language, values and family structures of each family served.
3. **Family Well-Being and Families as Learners**: Supports families' safety, health, financial stability, life goals and aspirations.
4. **Parent-Child Relationships and Families as Lifelong Educators**: Enhances parent-child relationships and supports parents' role as the first and lifelong educators of their children.
5. **Family Connections to Peers and Community**: Facilitates networks and group activities that support families' strengths, interests, and needs.
6. **Family Access to Community Resources**: Support families in using community resources that enhance family well-being and children's learning and development.
7. **Coordinated, Integrated and Comprehensive Services**: Acts as a member of a comprehensive services team so that family service activities are coordinated and integrated throughout the program.
8. **Data Driven Services and Continuous Improvement**: Collects and analyzes information to find new solution to challenges as part of ongoing monitoring in order to continuously improve services.
9. **Foundations for Professional Growth**: Actively participates in opportunities for continuous professional development.

Essential Responsibilities

Task	Responsibilities, however not limited to:	Time Frame
Recruitment	<ul style="list-style-type: none"> • Conducts recruitment activities to distribute applications & share information about Early Head Start services to families, community agencies and partners, including community events and fairs. • Ensures families, that are most in need of Head Start services, are recruited in the assigned service area to fill part-day or full-day center base and/or home base options. • Works closely with all staff in planning recruitment activities and efforts. • Conducts outreach with Early Intervention Service providers to recruit children with disabilities and/or special needs. 	Begins in the month of December, for fall enrollment, and on-going throughout the school year
Eligibility	<ul style="list-style-type: none"> • Schedules interviews with families and determines their eligibility according to Head Start Program Performance Standards. • Conducts follow-up contacts and home visits with families to gather pending documents to complete eligibility determination. • Uses the Federal Poverty Guidelines and selection criteria & point system to accurately determine eligibility. 	On-going
Selection & Enrollment	<ul style="list-style-type: none"> • Ensures selection of eligible children is based on current selection criteria & point system and that families meet the Early Head Start enrollment requirements before they are accepted into the program. • Manages waiting lists and works closely with Program Manager and ERSEA Family Advocates, in assigned geographic area, to ensure vacancies are filled immediately as they occur within 30 days. • Meets regularly with Program Managers to discuss changes in enrollment, impending vacancies and enrollment opportunities for families on the waiting lists. 	Begin at mass enrollment for new school year and filling vacant enrollment slots throughout the school year

Attendance	<ul style="list-style-type: none"> • Meets with newly enrolled families to go over the importance of regular attendance in scheduled home visits. • Regularly monitors home visit reports in assigned Early Head Start home bases. • Provide resources and implement plans with families to promote regular attendance in the event home base home visits are consistently cancelled. 	Monitoring of attendance is on-going using ChildPlus & during center visits
Family Engagement	<ul style="list-style-type: none"> • Implement Passport to Kindergarten with all enrolled families. • Encourage parents to develop leadership skills by their participation and/or service as officers in monthly parent meetings and on the Policy Council and Standing Committees. • Encourage parents to plan and participate in family engagement activities and events during home base socializations and in family's home setting. • Collaborate with parents to complete a family strengths assessment that identifies their strengths and needs, and a partnership process for goal setting that supports family well-being, health, safety and economic stability. 	Starts with parent orientation and on-going throughout the school year
School Readiness	<ul style="list-style-type: none"> • Engage parents in their children's learning and development and support parent-child relationships, including strategies for father engagement. • Collaborate with home visiting staff to provide opportunities for parents to be actively involved in setting goals for their children, providing ideas for curriculum activities and planning transition activities for Head Start enrollment. 	Starts with parent orientation and on-going throughout the school year
Health and Well-being	<ul style="list-style-type: none"> • Work with expectant families to ensure they have ongoing care. • Work with families to complete their child's baby well checks and dental screenings required for the program. • Plan, facilitate and conduct parent workshops that educate families on the importance of their child's early development and health literacy practices. • Collaborate with comprehensive services staff to meet the health, mental health, nutrition and dental needs of children and families. 	Starts with enrollment and on-going throughout the school year
Community Engagement	<ul style="list-style-type: none"> • Establish collaborative relationships and partnerships with community organizations and service providers in the areas, such as: Health and Mental Health care providers, Department of Health and Department of Education, Child Welfare services, Department of Labor and Industrial Relations, Department of Human Services, Homeless Concerns Liaisons, Hawaii State Coalition for Domestic Violence, etc. 	On-going
Onsite Visits & Education Team Support	<ul style="list-style-type: none"> • Attend home base socializations on a regular basis to collaborate with education teams to support school readiness, family well-being, and family engagement goals. • Assesses current family situations and share findings with education teams during education planning meetings and team conferences. 	Starts with enrollment and on-going throughout the school year
Data Entry	<ul style="list-style-type: none"> • Enters all family information data into ChildPlus Record Keeping System timely, completely and accurately. 	On-going

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Associates degree in human services, social work, family services, counseling or related field: child development/family relations, counseling/guidance, psychology or sociology. At a minimum, posses a Family Development Credential or certificate of competence (15 credits) in Human Services.

EXPERIENCE

One (1) to two (2) years experience providing outreach, information and referral and direct service to low-income families and groups.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations : indoors			X
Work Locations : outdoors			X
Work Locations : sitting		X	
Walking/standing			X
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a valid driver's license and daily access to an automobile that is properly licensed/insured for work;
- Must show evidence of TB test at time of employment;
- Must comply with State of Hawaii "Criminal History Record Clearance"; and
- Must obtain FBI fingerprint clearance before employment may begin.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Bilingual/bicultural skills, preferably in Samoan, Filipino, Chinese, Korean, Vietnamese, Laotian and other Pacific Island languages.
- Computer: Microsoft office products and database systems.
- Knowledge of Head Start program desired.