

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE	: ERSEA FAMILY ADVOCATE
GRADE	: 8
FLSA STATUS	: Non-exempt
REPORTS TO	: ERSEA Manager
SUPERVISES	: None

INTRODUCTION

The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Family Advocate is responsible for recruiting preschoolers and their families into the 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.

Case Load: One (1) Cluster, processing between 700-800 applications a school year.

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 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 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. • Attends Part C and Part B conferences to provide families with information to make informed decision on next placement for 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 to determine eligibility according to Head Start Program Performance Standards. • Explain program options for part-day, full-day and home based and place them into an option that meets family's childcare needs. • Conducts follow-up contacts and home visits with families to gather pending documents to complete eligibility determination. • Uses Federal Poverty Guidelines and selection criteria & point system to accurately determine eligibility. 	On-going
Full-day Tuition-based Services	<ul style="list-style-type: none"> • Familiarize self and conduct outreach to service providers that provide monthly preschool tuition subsidies. • Assist families who are working, attending school or job training to enroll their children into a full-day program option. • Informs and assists families through the application process to obtain benefits from service providers that provide monthly preschool tuition subsidies. 	Year round; based on service providers open enrollment periods
Selection & Enrollment	<ul style="list-style-type: none"> • Ensures selection of eligible children is based on current selection criteria & point system and that family meet the Head Start enrollment requirements before they are accepted into the program. • Ensures children are waitlisted according to priority and works closely with Program Manager and Family Advocates, in assigned geographic area, to ensure vacancies are filled immediately as they occur. • Meets regularly with Program Managers to discuss changes in enrollment, impending vacancies and enrollment opportunities for families on the waiting lists. 	Mass enrollment for new school year and filling vacant enrollment slots 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

Associate's degree in human services, social work, family services, counseling, communication or related field: child development/family relations, counseling/guidance, psychology or sociology.

EXPERIENCE

Six (6) months 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.

ERSEA FA DESIRED SKILLS, KNOWLEDGE & ABILITIES

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

BENEFITS

- Company paid life insurance and health insurance.
- Paid time off including vacation, sick leave and paid holidays.
- Retirement benefits.
- Leaves of Absence both paid and unpaid.