Job Description – Family Advocate

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Family &amp; Community Engagement Manager</th>
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<tbody>
<tr>
<td>Supervises:</td>
<td>None</td>
</tr>
<tr>
<td>Exempt Status:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Full-Time</td>
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<td>Approved on:</td>
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**Summary:** The position is responsible for working with families and children at Bright Beginnings, Inc. The position carries a family caseload of 40-50 families, and is responsible for case management services.

**Essential Duties:**

1. Works collaboratively with staff and community agencies to support the needs of families and children enrolled in Head Start and Early Head Start.
2. Works with families to complete the Family Partnership Agreements within 45 days of enrollment into the program, as well as complete appropriate follow-up meetings to the Family Partnership Agreement every six months.
3. Make appropriate referrals for families to community agencies and ensure proper follow-up services.
4. Assess family needs and help families establish short-term and long-term goals in the areas of housing, health, public assistance, hunger, and parenting. Assist families develop action plans to complete family goals.
5. Assist the Head Start and Early Head Start program with recruitment and enrollment activities.
6. Assist with planning parent workshops, securing guest speakers and implementing parent activities based on results of Parent Interest Surveys.
7. Refer families to the Bright Beginnings Multi-Disciplinary Team Meeting, and actively participate in presenting child cases to the Multi-Disciplinary Team.
8. Administer, collect and analyze Parent Interest Surveys to inform parent activities.
10. Assist families with transition to kindergarten, including providing kindergarten registration information and coordinating kindergarten visitations.
11. Participates in case management by being an active member of the Case Review Team by making referrals to the Case Review Team and presenting cases.
12. Makes at least one family services home visit per year.
13. Assists with the development and implementation of the Parent Community Family Engagement (PCFE) goals.
14. Attends professional development meetings and training opportunities.
15. Represents Bright Beginnings at local community meetings and/or events.
16. Serves as a liaison with classroom teaching staff and family services to address chronic absenteeism and/or other family concerns.
17. Works closely with the Health/Nutrition Manager to ensure completion of all required health screenings.
18. Assists with the planning of Policy Council meetings.
19. Collaborates with families’ primary social worker.
20. Provides monthly reports to the Family & Community Engagement Manager.
21. Maintain confidentiality of information at all times.
22. Performs other duties as assigned.

Qualifications:

1. Bachelor’s degree preferred in family services, social work, mental health or other related field.
2. Experience working with infants, toddlers, and/or preschool children preferred.
3. Excellent organizational, time management and communication skills.
4. Bilingual (English/Spanish) preferred.
5. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
6. Ability to travel locally and to out-of-state meetings.
7. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially.
8. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community.
9. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite.
10. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.
**Employee Acknowledgment:**

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

_________________________________________  ________________________
EMPLOYEE SIGNATURE  DATE

_________________________________________  ________________________
SUPERVISOR SIGNATURE  DATE