



## Job Description – Home Visitor/Family Advocate

Reports to:	Home-Based Supervisor
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved On:	

**Summary:** This position is responsible for providing high quality and comprehensive services to children and families enrolled in the Bright Beginnings Head Start/Early Head Start program. All services are provided in the home based program. In 2018, all services will transition to center based program option.

### Home Visitor Essential Duties:

1. Recruit and enroll families for the home-based program option.
2. Maintain a mixed-age caseload (prenatal to the age of five) of 10 children and expectant families.
3. Conduct weekly, 90-minute (at a minimum) home visits in shelters, transitional housing programs or wherever a family calls home.
4. Provide education and support services to families, inclusive of the direct provision of education, health, nutrition, mental health, and social services.
5. Complete family partnership agreements and assist families with developing family goals, and identifying community resource referrals when needed.
6. Ensure the completion of well-baby visits and/or required health screenings.
7. Administer the developmental and social-emotional screenings (Ages & Stages-3 and the Ages & Stages-Social Emotional), as well as the developmental assessment three times per year (High/Scope COR).
8. Implement the Partners for a Healthy Baby curriculum, as well as implement the educational philosophy of Bright Beginnings.
9. Coordinate and implement bi-monthly (twice per month) family days (i.e., socialization activities).
10. Participate in all professional development opportunities.
11. Maintain confidentiality of information at all times.
12. Promote parent engagement activities, including participation in the Policy Council.
13. Maintain HMIS and ChildPlus.Net by entering case notes, home visits, referrals, family partnership agreements, and follow-up services.
14. Maintain a child file, which is carried to all home visits.
15. Refer and participate in the monthly Case Reviews, as well as refer children to the Multi-Disciplinary Team.
16. Other duties as assigned.

**Family Advocate 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.
9. Enter and track information into HMIS and ChildPlus.Net, as well as keeps child file updated.
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. Baccalaureate degree preferred in social work, mental health, child development, family services and/or psychology. Associate degree may be substituted with a minimum of two years of experience.
2. Ability to work independently.
3. Bilingual in Spanish or Amharic (speaking and writing) preferred, but not required.
4. The ability to problem-solve, handle crises, and work with families and children of various cultures and low-income backgrounds.
5. Active driver's license or ability to travel via public transportation to conduct home visits.
6. Willingness to work primarily in the homes of families residing in high-risk communities, as well as be comfortable working with children who are homeless, and/or low-income.
7. Ability to be prompt to all home visits and demonstrate deference for families.
8. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
9. Ability to travel locally and to out-of-state meetings.
10. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially.
11. Must maintain training and professional development credits current.
12. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite.
13. Documentation of Tuberculin-free condition and health screening on an annual basis.

**Physical Demands:**

- Be able to lift 25-50 lbs.
- May need to climb stairs and walk distances.
- 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.
- Work is generally performed offsite in a non-traditional environment.

**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.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE