



Amador Tuolumne Community Action Agency

ATCAA EARLY CHILDHOOD SERVICES

FAMILY ADVOCATE & FAMILY ADVOCATE MENTOR

Job Description

Definition: As a part of the ATCAA team, **Family Advocates** facilitate parent involvement in all areas of the Head Start/State Preschool program including: program leadership, health, mental wellness, nutrition, and their children's education. Family Advocates act as a resource to ensure each family has opportunity to define and reach their goals. Family Advocates also assist the management staff in all eligibility service areas to insure that services to children and families enrolled in the Early Childhood Services Preschool/Infant Toddler programs are provided in a comprehensive manner and the required documentation is completed.

The **Family Advocate Mentor** works with Service Area Managers to train and mentor new family advocates and support experienced Family Advocate staff to ensure consistent and high-quality services throughout the program. The Family Advocate Mentor serves as a Family Advocate for a center as well as providing mentoring service and is responsible for keeping current in all family advocate duties as outlined in the current ATCAA Family Advocate Job Description.

Supervisor: Lead Center Teacher

Job Duties and Responsibilities Related to This Position (Family Advocate):

Family Services/Case Management

- Schedule and conduct two home visits with each family to develop Family Partnership Agreements, including goals based on the strengths of the family;
- Review and evaluate goals and objectives with the family on an on-going basis to help them meet their goals and promote their growth and development;
- Provide crisis intervention support and referrals as needed;
- Assist and support families to locate resources, and schedule appointments with community resources which best meet their needs;
- Assist families in obtaining services, child care and transportation as needed;
- Coordinate transition activities with parents, teachers and other agencies;
- Follow up on chronic attendance issues and conduct home visits when necessary;
- Assist families with completion of required forms.

Parent Involvement

- Train parents to document their inkind contributions;
- Meet with Lead Center Teacher and parents to plan the parent meeting agenda monthly;
- Assist parents to plan and conduct parent meetings;
- Provide a translator, healthy snacks and arrange for a meeting location for parent meetings;
- Train parents to conduct parent meetings, including writing reports and taking meeting minutes;
- Act as advisor to parent groups on fundraising activities;
- File all parent meeting agendas, minutes and flyers in the Parent Information Binder;
- Encourage and support parent involvement on Policy Council and Center and Home Base parent groups;
- Promote Family Literacy, and GED completion (if applicable) for each family member;
- Maintain the parent information board with current information.

Health/Mental Wellness

- Assist families to complete health information at enrollment;
- Encourage and support families to obtain a physical for the child;



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- Connect families with a medical home and health insurance coverage;
- Assist parents to make initial and follow-up appointments with health providers;
- Help parents arrange transportation to appointments. Transport children and parents to appointments when no other resources are available, utilizing the agency vehicles;
- Refer families to dental, nutrition and health counseling and document in files;
- Assist parents to obtain medical and dental records;
- Arrange and schedule parent talk groups at center/home base socialization;
- Select health, nutrition or safety topics for parent meetings;
- Keep the health manager informed about the health needs of children and families on a regular basis.

Reports/Tracking/Data Entry

- Enter and track attendance, health and family data in the computer daily, weekly and as needed;
- Compile monthly reports and complete other required reports in a timely manner;
- Maintain required family files, record and file data, complete required documentation and monitor files for accuracy and completeness;
- Enter data into the tracking system and record outcome of follow-up appointments in the file;
- Print out reports from the tracking systems and monitor for incomplete information and mistakes and correct mistakes as needed.

Staff Development/Leadership

- Facilitate goal setting in partnership with parents;
- Implement Head Start best practices standards in order to ensure a quality program for families;
- Maintain a clean, safe and organized work environment;
- Manage time to allow for job duties, learning and planning;
- Attend and participate staff meetings, case reviews, site family reviews and case management conferences;
- Join in and participate in center team meetings;

FOR MENTOR POSITION ONLY

Mentoring

- Assist with training and supporting new Family Advocates. This includes:
 - Developing a training timeline and monitor its completion;
 - Provide in- person training as well as being available to answer question through phone calls, zoom and emails;
 - Observe Family Advocate performance in group situations such as recruitment, parent meetings and community meetings and give constructive feedback;
 - Provide feedback to the Family Advocate's supervisor on progress, needed trainings (if any), strengths and areas for improvement;
 - Review files for accuracy and completion regularly. Help Family Advocates so they can correct any deficiencies and check to make sure that deficiencies are remedied;
 - Review COPA for accuracy and completion regularly. Help Family Advocates so they can correct any deficiencies and check to make sure that deficiencies are remedied.

General Training and Support for Family Advocate Program

- Assist managers with planning and presenting monthly Family Advocate meetings and trainings as well as the annual Family Advocate retreat;



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- Help to maintain and update Family Advocate Go To Binders;
- Help out if a center is without a Family Advocate;
- Help with data collection and annual reporting such as PIR, CSBG, and other reporting needs;

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outlined in the "Statement of Confidentiality and Ethics";
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA's Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor that are consistent with the definition and intent of the job description.

Minimum Qualifications: Family Advocate & Family Advocate Mentor

- Meet all federal/state licensing requirements and/or program requirements necessary for this position: possess a valid California driver's license, an acceptable driving record, fingerprint clearance, TB Test, CPR, First Aid training, and health screening;
- Be able to pass a full background check before hiring;
- Have one year of work experience in the Social Services/Human Service or related field;
- Possess analytical, critical thinking, and math computation skills;
- Be proficient in computer operating systems and word processing software;
- Ability to prepare grammatically correct material;
- Ability to follow directions with minimum supervision;
- Ability to work with individuals with varying economic, educational, and cultural backgrounds;
- Ability to work as a team member;
- Ability to handle multiple tasks;
- Ability to lift 30 pounds;
- Possess High School Diploma or equivalent;
- Possess an Associates Degree, a BA Degree or a credential or certification in social work, human services, family services, counseling, or a related field.

Additional Minimum Qualifications: Family Advocate Mentor

- Three years' experience as a Family Advocate or Family Advocate Home Visitor in the ATCAA Early or Head Start program
- No documented performance issues in the past five years
- Family Service Credential or Equivalent
- Trauma Informed Training

Desired Qualifications: Family Advocate & Family Advocate Mentor

- Bachelor's degree in Social Services or Human Services Field;
- Spanish bi-lingual, bi-cultural preferred;
- Knowledge of community resources;
- Have case management experience.



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Physical Requirements:

Frequent (3 – 6 hours) sitting, working at a computer, repetitive use of both hands is also required in this position: simple grasping, fine manipulation,

Occasional (up to 3 hours) walking, standing, bending of the neck/waist, twisting of the neck/waist, reaching above/below shoulder level.

The position requires working inside and outside in a playground environment, as weather permits, with exposure to extremes in temperature, humidity or wetness, and may also require walking on a variety of grades and surfaces (uneven ground). This position may also require travel to various locations for agency meetings and events.

Employees in this position may be exposed to biohazards such as blood borne pathogens and waste matter (changing diapers, etc).

Lifting and Carrying Requirements: Occasionally (up to 3 hours) lifting/carrying up to 50 lbs.

ATCAA Salary Range:

Family Advocate 630

Family Advocate Mentor 633

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

Employee Signature

Date