

WESTMORELAND HUMAN OPPORTUNITIES, INC.

POSITION DESCRIPTION

TITLE: FAMILY ADVOCATE
COMPONENT/DEPARTMENT: EARLY HEAD START
CLASSIFICATION: FULL TIME, NON-EXEMPT
REPORTS TO: EHS OPERATIONS MANAGER
DATE WRITTEN: Updated June 2018

POSITION SUMMARY

FACILITATE FAMILY GROWTH THROUGH INTENSIVE AND COORDINATED PROGRAMMING WITH EARLY HEAD START STAFF MEMBERS, FAMILIES AND VARIOUS SERVICE AND HEALTH PROVIDERS IN AN EFFORT TO SUPPORT CHILD AND FAMILY DEVELOPMENT ACTIVITIES WITHIN THE LOCAL COMMUNITIES.

RESPONSIBILITIES

1. PLAN AND CONDUCT AT LEAST ONE HOME VISIT PER WEEK TO APPROXIMATELY TEN TO TWELVE FAMILIES.
2. ASSIST IN THE DEVELOPMENT OF INDIVIDUAL FAMILY GOALS AND STRATEGY STEPS FOR REACHING THEIR GOALS.
3. ASSIST FAMILIES IN THE ASSESSMENT OF FAMILY NEEDS AND THEIR CHILD'S DEVELOPMENT. USE A DEVELOPMENTAL GUIDE TO ASSIST PARENTS WHEN PLANNING APPROPRIATE ACTIVITIES FOR THE VISITS.
4. PROVIDE FAMILIES WITH APPROPRIATE HEALTH INFORMATION. ASSIST FAMILIES IN PROVIDING FOR ALL HEALTH NEEDS, PROVIDING TRANSPORTATION AS NECESSARY.
5. IDENTIFY THE HEALTH AND SAFETY RISK FACTORS OF THE FAMILIES AND WORK WITH FAMILIES TO RESOLVE THEM.
6. ASSIST WITH PLANNING AND FACILITATING PARENT AND CHILD SOCIALIZATION FOR FAMILIES TWO TIMES A MONTH.
7. ASSIST FAMILIES IN OBTAINING NEEDED RESOURCES, MAKING REFERRALS WHEN NECESSARY.
8. PROVIDE NUTRITION EDUCATION AND ENCOURAGE HEALTHY EATING AT ALL EARLY HEAD START EVENTS
9. PROVIDE MONTHLY COOKING OPPORTUNITIES DURING HOME VISITS.

10. COMPLETE A NUTRITION PROFILE AND EXPLAIN THE NUTRITION FEEDBACK WHEN IT IS RECEIVED FROM THE NUTRITION CONSULTANT.
11. PLAN FOR AND PARTICIPATE IN QUARTERLY CASE REVIEWS WITH SUPERVISOR.
12. ASSIST IN A COMMUNITY OUTREACH AND RECRUITMENT EFFORT COMPLETING APPLICATIONS AS NEEDED.
13. REVIEW AND PREPARE MONTHLY PROGRAM DOCUMENTATION.
14. PROVIDE TRANSPORTATION FOR FAMILIES MEDICAL AND OTHER NEEDS.
15. MAINTAIN COMPLIANCE WITH HIPAA REGULATIONS, IN REGARD TO ACCESSING PROTECTED HEALTH INFORMATION, ACCORDING TO THE TABLE OF ACCESS CONTAINED IN THE HIPAA POLICY AND PROCEDURE MANUAL. EMPLOYEE'S ACCESS IS ON A "NEED TO KNOW" BASIS. THIS POSITION WILL PERFORM THE DUTIES OF HIPAA DEPUTY AS ASSIGNED BY THE CHIEF EXECUTIVE OFFICER WHO IS THE PRIVACY/SECURITY OFFICER WHO IS REFERENCED IN THE HIPAA COMPLIANCE MANUAL.
16. IMPLEMENT ALL PROGRAM SCREENINGS, CURRICULUM, AND CHILD OBSERVATIONS AS REQUIRED
17. ANY AND ALL OTHER DUTIES AS ASSIGNED BY THE EARLY HEAD START COORDINATOR.

EDUCATION, EXPERIENCE AND SKILLS

1. BACHELOR'S DEGREE IN EARLY CHILDHOOD, SOCIAL WELFARE OR RELATED FIELD WITH A MINIMUM OF 3 YEARS EXPERIENCE WORKING WITH FAMILIES AND CHILDREN PREFERRED, OR ASSOCIATE DEGREE IN EARLY CHILDHOOD, SOCIAL WELFARE OR RELATED FIELD WITH A MINIMUM OF 3 YEARS EXPERIENCE WORKING WITH FAMILIES AND CHILDREN.
2. PENNSYLVANIA DRIVERS LICENSE AND INSURANCE, WHICH IS MANDATED IN THE POLICY MANUAL.
3. ACT 33 AND 34 CLEARANCES.
- 4.

Signature _____ Date _____

*** REQUIREMENTS NECESSARY TO SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OF EARLY HEAD START SUPPORT SERVICE SPECIALIST.**

Physical requirements - Push/pull, lift/move up to 25 pounds.

Manual dexterity - Perform moderately difficult manipulation - typing, filing, and writing.

Coordination - Perform tasks, which require foot and/or hand/eye coordination - driving a car, typing data entry.

Mobility - Walk, stand, sit for prolonged periods of time, drive.

Speech - Articulate with extreme accuracy - employee/client relations, phone contact.

Vision - Read small print, drive a car.

Hearing - Receive verbal instructions, answer phones, intercom, communicate with employees.

Concentration - Able to concentrate on fine detail with some interruption.

Attention span - Able to attend to task function for more than 60 minutes.

Conceptualization - Able to understand and relate to theories behind several related concepts.

Memory - Able to remember multiple verbal and written task-assignments given at beginning of a period extending over long period of time.

Environment Conditions - Indoor/outdoor work.