



Mid Florida Community Services, Inc.
 820 Kennedy Blvd.
 Brooksville, FL 34601
 Phone: 352-796-1425 Fax: 352-796-9952

Apply online @ www.mfcs.us.com

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Benefits: Vacation, Sick, PTO, employer paid health benefits, 8% non matching retirement, 14 company paid holidays, education tuition reimbursement, \$30,000 life insurance policy, and LTD.

POSITION TITLE:	Head Start/Early Head Start Family Advocate
DEPARTMENT:	Head Start/Early Head Start
SUPERVISED BY:	Family & Community Partnerships Manager

JOB DESCRIPTION

POSITION SUMMARY: Responsible for the recruitment and enrollment of eligible families. Responsible for identifying the needs of children and families in Head Start/Early Head Start and for providing comprehensive case management services in an effort to empower them to achieve and maintain self-sufficiency.

ESSENTIAL JOB FUNCTIONS:

- Recruits eligible children for the Head Start/Early Head Start program to meet enrollment requirements, including children with disabilities. Completes applications, parent interviews, and enrollment process.
- Schedules, facilitates and documents Project Spotlight in accordance with procedures and ensures follow up is complete.
- Provides case management to support families in identifying needs and goals, develop family partnership agreements, make referrals as necessary, and provide follow up. Collaborates with health services staff to ensure compliance with all child health requirements. Connects families with community resources to meet basic needs in times of crisis. Documents all aspects of the case management process in ChildPlus.net.
- May assist in scheduling initial home visit for teaching team as required by program and provides subsequent visits as deemed necessary.
- Prepares, maintains, and updates child/family files/records in accordance with policies and procedures.
- Supports families in coordinating, preparing and actively participating in parent meetings and annual parent activities. Prepares, coordinates, and facilitates presentations and training for parents and families as required by performance standards and as deemed necessary through the results of the Family Needs Assessment. Is an active participant in all parent events.
- Coordinates with center staff and parents in planning one or more family-focused, center-based events per year.



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- Works collaboratively with center staff to promote and document family participation, and provide feedback to parents and staff regarding participation.
- Documents and provides follow up of excessive absenteeism and attendance concerns as required by program. Ensures compliance with the Rilya Wilson Act.
- Submits reports, documents, and files as directed.
- Maintains open and positive communication with families through ongoing contact and interaction. Greets parents at child arrival and departure times to the extent possible. Provides information about community events to families.
- Works in collaboration with the Family and Community Partnership Manager by participating in community activities that support families, enhance the Head Start/Early Head Start program, and increase community awareness of Head Start/Early Head Start.
- Actively participates in scheduled community events (occasionally weekday evenings or Saturdays), center/classroom activities, parent meetings and annual parent activities as requested.
- Acts as an advocate and role model for Head Start/Early Head Start families.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of Head Start/Early Head Start program.
- Organizes and prioritizes all assignments as directed.
- Participates in ongoing monitoring, Community Assessment and Self-Assessment and performs reasonable related functions.
- Participates in regular safety, storm and fire drills.
- Uses and follows federal, state and local regulations/laws, including the Head Start/Early Head Start Performance Standards, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.
- Ensure documentation standards in ChildPlus are met as required by Program.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

JOB STANDARDS:



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Education: Associate degree in human services or social work or Associate degree in related field plus four courses in human services from an accredited college or university as outlined by the Family Advocate Career Development Plan. Employee will obtain certification in First Aid/CPR. Within 90 days of employment must begin at least one of the DCF Child Care training courses listed in S.402.305 (2) (d), Florida Statutes. Within eighteen (18) months hire will complete Head Start/Early Head Start required certification training hours. Employee must complete the Head Start/Early Head Start mandated 55 hours of Florida DCF Child Care Training as outlined in the Family Advocate Career Advancement Criteria.

Experience: No experience required if in possession of a Human Services or Social Work degree.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children. First Aid and CPR certified.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist and light lifting and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting, and/or carrying (up to 30lbs), and driving are occasional.

Equipment: Computer, facsimile, copy machine, calculator, switchboard, multi-line phone and other small office and instructional equipment and vehicle.

Skills & Expertise: Ability to arrive to work daily and on time. Ability to work with limited direction. Knowledge of organization methods. Skill in completing work with a high degree of accuracy. Ability to effectively communicate orally and in writing. Ability to establish effective working relationships with people, particularly parents and children. Ability to analyze and interpret data and human/family needs. Ability to use and operate a personal computer. Ability to work with children. Knowledge of early childhood issues. Ability to maintain child and parent confidentiality. Ability to be reliable, responsible and accountable to job requirements. Ability to pass a competency exam with a minimum satisfactory score. (Satisfactory core to be defined by MFCS administration). Knowledge of community and community programs/resources.

ENVIRONMENTAL JOB FACTORS:

Job Location: Primary location is the Head Start/Early Head Start facilities in Hernando, Sumter and/or Volusia counties. Occasional travel to other counties. As determined by overall program needs, primary job location is subject to change within the program's operational regions at any given time with reasonable notice provided.

Work Environment: While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Office environment and working with others frequently. Working with office equipment is frequent. Occasionally outdoors and operates a vehicle.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to



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complete the physical requirements of their job duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

REVISION DATE:	W/C CODE: 8810	FLSA STATUS: Non-Exempt
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