

Kickapoo Tribe in Kansas

Position Description

Position Title: Child and Family Advocate
Position: Non-Exempt 12 months
Location: Kickapoo Head Start - Powhattan, KS
Supervisor: Early Head Start Coordinator

Purpose of Position:

To assist the Early Head Start program by providing services focusing on the promotion of moving families/individuals through the poverty cycle to personal self-sufficiency. To educate parents of enrolled children in the Home Based Early Head Start Program in different aspects of child and family development. Promote and support Part B: Early Childhood Development/Health and Part C: Family/Community Partnerships of the Head Start Performance Standards.

Supervisory Duties:

Not Applicable

Primary Duties:

1. Develop a supportive relationship with each family through home visits and on-going contacts that are responsive to the families' cultural and ethnic backgrounds. Assist families in their own efforts to improve the condition and quality of family life.
 - a. Plan and carry out a program of activities that support and enhance the role of parents as the principal influence on their child's education and development.
 - b. Provide support, information, guidance, and assistance necessary to meet the needs of Early Head Start children and their families in the area of Family and Community Partnerships, Parent Involvement, Social Services, and Health and Nutrition, and services for children with disabilities.
 - c. Work in partnership with parents to identify their strengths and needs, assist them in completing a Family Partnership Agreement, and continually support them in achieving their goals and objectives.
 - d. Build trust, maintain confidentiality, and motivate and provide resources for them to be their child's first and most important teacher.
2. Have a working knowledge of services that are available through the program, collaborative agencies, and the local community.

3. Be an advocate for the families/individuals served by the program and assist families/individuals in accessing needed resources
 - a. Be knowledgeable about the intake, assessment, partnering, and exiting procedures of services
 - b. Attend community meetings as an Early Head Start employee and network with agencies to support families with additional resources
 - c. Recruit volunteers for all areas of the Early Head Start program
4. Work with enrolled families and staff to fulfill applicable program regulations.
 - a. Know and understand Head Start Performance Standards, especially those relating to the Home Base option of the Early Head Start program.
 - b. Provide a minimum of 44 comprehensive home visits to enrolled Early Head Start children and their families which includes, but is not limited to, information on child development, nutrition, literacy, Family Partnerships, and goals.
 - c. Provide information and guidance to link families to an on-going health care system/medical and dental home. Assist families in securing health insurance, such as Health Wave.
 - d. Reinforce schedules for required health and dental components with parents of children in the Early Head Start program. Assure 0-3 children follow the State Kan-Be-Healthy requirements.
 - e. Plan and conduct two socializations per month for a minimum of 3 hours. As part of the team, assist in planning and conducting monthly parent activities with the goal of involving parents. Support the Fatherhood Initiative.
 - f. Participate in center staffing and supervisory meetings with the management team.
5. Recruitment/Enrollment
 - a. Maintain full enrollment and pending list.
 - b. Recruit families that are considered to be the neediest, focus on teen parents, pregnant women and families with disabilities.
 - i. Recruit families using a variety of methods, including but not limited to, word of mouth, flyers, door-to-door, public speaking and awareness, and referrals
 - ii. Assist families in filling out applications.
6. Input and keep up to date family and child information in the IMS

- a. Application and enrollment/orientation information
 - b. Family contacts
 - c. Indicators for Program Information Report as required
 - d. Early Head Start Quarterly report information
 - e. Required pre-natal information
7. Complete and submit required documentation in a timely manner
- a. Child and Family Advocate weekly schedule
 - b. Non-Federal Share (In-Kind)
 - c. Socialization / Daily Attendance forms and Parent Activity forms
 - d. Family Partnership Agreements and goals
 - e. Home Visit Agenda forms
 - i. Complete daily and submit copies to the Early Head Start Coordinator
 - f. Head Start Outcomes

General Performance

1. Perform other duties related to the goals of the program
2. Promote a support an effective work climate
3. Comply with all confidentiality regulations
4. Comply with all civil rights laws as authorized in the Civil Rights Act of 1964 as amended.
5. Attend training and meetings as required by the program
 - a. Identify and take advantage of professional development opportunities
 - b. Complete Child Development Associates Credential within 1 year of employment
6. Comprehend and articulate the program's mission and goals
7. Respect diverse life styles, learning styles, cultures, family composition and ethnicity
8. Perform duties and responsibilities as requested by management

9. Report all suspected cases of child abuse and neglect immediately, following the program's procedures

Qualifications

High School Diploma, GED or Child Development Associates Credential

At least 60 College Credit Hours

BA or BS in Social Work or Early Childhood field preferred

Knowledge/Skills/Experience Required

Educational coursework in Early Childhood Education/Development typically achieved via progress towards an Associate Degree in ECE or a CDA

Excellent communications skills, especially good listening & writing skills

Working knowledge of available community resources and Early Head Start program components

Knowledge of typical behaviors/expectations of children birth through three years of age typically gained through a minimum of one year of relevant experience

Must have a valid driver's license

CPR/First Aid Certification

Employment conditional upon results from the following:

- Passing Criminal History Registry

- Passing Drug Screening

- Recent Physical, Negative TB Test and Up-do-Date on Immunizations

Physical/Mental Abilities and Processes

Ability to visually assess children's health and behaviors and make frequent significant decisions to assure their health and safety

Ability to apply developmentally appropriate practices for young children in the home setting

Frequent kneeling, bending at waist and neck, sitting on floor, frequent getting up and down to assist children

Occasional lifting (up to 50 lbs) assisting children

Position Information

52 weeks per year, 40 hour work week

Supervised by Early Head Start Coordinator

Incumbent must complete CDA books within 3 months of hire date, complete CDA hours (480) within six months of hire date, complete CDA portfolio within six months of hire date, and have the "Review Team" review within one year of hire date.

I CERTIFY THAT I HAVE READ THE JOB DESCRIPTION. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

(Initials you have read)_____

POLICY ON CONFIDENTIALITY:

"I shall respect the privacy of the people we serve and hold in confidence all information obtained in the course of professional services, whether that information is obtained through written records or daily interaction with the person. Therefore, I will not disclose an individual's confidence to anyone, except: 1)as mandated by law; 2)to prevent a clear and immediate danger to a person or persons; 3)where I am a defendant in a civil, criminal, or disciplinary action arising from the contact; 4)if there is a waiver previously obtained in writing, and then such information may only be revealed in accordance with the terms of the waiver."

"I shall be responsible to store or dispose of professional records in ways that maintain confidentiality."

"I shall possess a professional attitude which upholds confidentiality toward the people that we serve, colleagues, applicants and any sensitive situations arising within."

"I, upon my termination, shall maintain client and co-worker confidentiality and I shall hold confidential any information about sensitive situations within."

"I understand that violation of this confidentiality statement may be grounds for immediate dismissal."

Employee Signature

Date

Supervisor Signature

Date

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment. Indian Preference shall apply as authorized by the Kickapoo Tribal Council.

This job description was updated February 4, 2010