



## Job Opening

### Family Service Advocate:

Join a motivated team that guides families in their efforts to become self-sufficient, promote children's learning and development and set achievable goals while engaging in the Family Partnership Process. The ability to encourage families to become strong advocates for themselves as they grow to reach their fullest potential is imperative for the ideal candidate.

### Essential Duties:

- Ensures that families receive the support and services described in the Head Start Program Performance Standards in accordance with policies, procedures and the philosophy of the MPP Board of Directors and the Head Start Policy Council and the 0-5 Head Start Standard Operating Procedures.
- Use the Parent, Family and Community Engagement Framework to assess and identify family strengths, needs and then to set family goals.
- Engage families in the Family Partnership Process.
- Encourage parents to engage in their children's education, learning and development while supporting individual parent-child relationships.
- Secure resources and provide crisis intervention services.
- Maintain accurate and up-to-date documentation for all routine contacts made with caregivers.
- Monitor children's health assessments as required by the Head Start Program Performance Standards and offers assistance in securing screenings as needed.
- Monitors weekly attendance for absenteeism.
- Contacts families when children are more than an hour tardy without prior notification and conducts home visits when children are absent for two consecutive days without prior notification.
- Enter data and communicate with the staff, families and community members.
- Assists families in the program enrollment process.
- Assists in children's transition into the program, from Early Head Start to Head Start, from classroom to classroom, from Head Start to Kindergarten, and / or another early childhood care and education program.

### Requirements:

- Valid Driver License.
- CPR and First Aid Certification at the time of hire or achieve the certification within the first 6 weeks of hire date (training provided).
- Excellent Communication skills.
- Good problem solving skills.

### Education and Experience:

- High school diploma/equivalent required.
- Attain, a minimum, a credential or certification in social work, human services, family services, counseling or related field within 18 months of hire date.
- Bachelor's or Associates Degree in Sociology, Social Work, Psychology, Counseling, Human Services or related field preferred.

An EEO/AA Employer.