

## Missouri Valley Community Action Agency

Job Title: EHS Family Advocate Department: Child and Family Development  
Reports To: Early Head Start/Child Care Manager Supervises: N/A  
Classification: Non-Exempt Salary Range: Category 3

### Summary:

The EHS Family Advocate is responsible for provision of EHS services to enrolled participants and works cooperatively with the child care partners to maintain full enrollment.

This position promotes and provides opportunities to staff to embody the agency mission which is “To Engage Communities and Coordinate Resources to Improve the Lives of People Experiencing Poverty”. Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Promote positive work environment
- Willing to do needed tasks even if they fall outside of usual job duties
- Plan for and purchase materials within the yearly budget
- Conduct recruitment as an ongoing process, complete applications and work with Senior Managers to maintain full enrollment
- Participate in scheduled center staff meeting
- Maintain confidentiality
- Collect monthly child care verification from families each month and discuss any work issues with Senior Managers
- Enter enrollment, health and family services information into Child Plus
- Work with Senior Staff to fulfill all EHS requirements
- Make family visits once a week for Home Base and monthly/every other month for child care families, at a minimum. Document family visit on the Family Visit Report.
  - Follow Performance Standards related to home visits
  - Implement the Partners for a Healthy Baby home visiting curriculum
  - Share child development information
  - Review child’s progress, including Individual Family Service Plan goals if applicable.
  - Co-plan with the family individual child goals and activities to meet those goals.
  - Model appropriate activities, when necessary
  - Share programmatic information.
  - Plan with the family child/family home activities.
  - Co-develop and implement fire and tornado evacuation procedures.
  - Follow up on any attendance issues
- Plan and implement group sessions with enrolled families (Home Base only).
  - Prepare materials for group session use
- Explain and encourage volunteer opportunities
- Participate in parent-child interactions through at-home activities
- Act as health educator, assisting families in achieving health requirements and discuss proper nutrition and safety issues for children.
- Assist in securing a medical home for child and family

- Provide information to parent committees when necessary
- Assist family members with literacy goals and tutoring.
- Complete family assessment process—Family Goal Plan/Matrix
- Support family efforts to access community resources.
- Complete transition activities including the Head Start application.
- Provide transportation for programmatic activities when no other resources are available.
- At a minimum complete family visits with pregnant participants every other week; weekly during the third trimester and as needed.
- Ensure the completion of individual pregnant participants' health follow-up, including but not limited to:
  - Prenatal and postnatal visits
  - WIC clinic
  - Dental Care
  - Mental wellness and postpartum issues
- Follow health, safety and sanitation guidelines
- Follow emergency, illness, and injury procedures
- Model, practice and teach good hygiene and proper nutrition
- Conduct Ages and Stages within 45 days of enrollment. Discuss with child care partners the Teaching Strategies GOLD entries and discuss at home visits.
- Ensure the completion of health screenings, follow-up, and immunizations.
- Follow up on referrals made and implement interventions
- Observe and document child's progress and maintain appropriate records
- Regular contact with child care director; on site observations of EHS classrooms
- Provide diaper supplies for each enrolled child.
- Contact child care provider Wednesdays and Mondays for attendance.
- Contact director when child is being withdrawn or enrolled.

**Competencies:**

- Follow programmatic policies and procedures
- Ability to organize and manage time effectively
- Ability to organize child/family files
- Ability to follow oral and written instructions
- Data entry into Child Plus
- Establish and maintain professional relationships with enrolled families and within the community.
- Represent the Agency well to outsiders
- Understand child development
- Understand how to work with adults
- Understand and follow Head Start Performance Standards, Missouri State Licensing regulations and other regulations
- Understand and follow MVCAA Personnel Policies and Procedures; Head Start
- Employee Handbook and Program Code of Ethics
- Demonstrate interest in furthering formal education
- Identify own professional growth needs and develop a plan to achieve them
- Stay current in knowledge of child and family development by participating in
- Continuing education training opportunities
- Must have or obtain an Infant/Toddler Child Development Associate Credential, AA degree or higher in Early Childhood Education or related field.
- Must achieve the Family Development Credential within two years of hire.

**Supervisory Responsibility:**

- N/A

**Work Environment:**

- Family Resource Center, Head Start center, Child care partner's facilities, family's homes
- Requires the use of standard office equipment including computers, phones, photocopiers, fax machines, and laminating machines.

**Physical Demands:**

- Physically able and willing to participate in all children's activities, including sitting on the floor and occasionally picking up a young child.
- Sit at a desk and enter data into data system.
- Drive company car to work related sites.

**Position Type and Expected Hours of Work:**

- Non-Exempt, Full-time (40 hours a week)
- May require late afternoon/early evening hours
- May require overnight stays to attend training

**Travel:**

- Travel required using company car
- Some out of area travel may be required

**Required Education and Experience:**

- High School Diploma or GED

**Preferred Education and Experience:**

- Infant/Toddler or Home Visitor Child Development Associate Credential

**Additional Eligibility Qualifications:**

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver's license and access to an insured vehicle
- Must have a physical exam within 30 days of employment
- Must have a TB test annually

**Expectations:**

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**Work Authorization:**

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

**EEO Statement:**

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

**Signatures:**

Program Director \_\_\_\_\_

Human Resources Director \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_