



## Head Start

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Alissa Holdson  
*Executive Director*

Ronald C Loos  
*Board Chairperson*

Andrea Rosipko  
*Director*

### **POSITION DESCRIPTION**

**POSITION:** Family Advocate  
**EMPLOYMENT STATUS:** Full Time (40 HRS) Part Year (42 WKS)  
**RESPONSIBLE TO:** Family & Community Engagement Manager  
**SUPERVISES:** None  
**PRIMARY WORK SITE:** Main Office

**BASIC FUNCTION:** In partnership with staff, families, and the community promote family wellness and parent involvement to support the implementation of the family partnership process. Operate as a liaison between classroom and home settings in the area of education, child development and mental health.

### **MAJOR RESPONSIBILITIES AND KEY TASKS:**

- Welcome families into the program and share information about transitioning into Head Start.
- Participate in the referral and process of Individual Family Service Plans (IFSP) and Individual Education Plans (IEP) as needed.
- Maintain on-going contact with teaching staff in order to share relevant home information
- Assist families in the development of Family Partnership Goals and other necessary follow up.
- Assess family goals and provide recommendation and referral for relevant community resources.
- Maintain monthly contacts i.e. – phone calls, group activity, home visits, and classroom visits to promote partnership and provide for regular communication.
- Monitor progress on Family Partnership goals.
- Provide crisis intervention as needed.
- Prepare and distribute pertinent information requested by the family in a timely manner.
- Be willing to work flexible hours to meet the needs of families.
- Work with parents to establish and maintain regular attendance for their children.
- Assist with the planning and facilitating of parent orientations to the program.
- Assist with parent meetings and the encouragement of parents to take leadership roles.

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4510 Main Street, Ashtabula, OHIO 44004-6988

P:(440) 993-7716

[www.accaa.org](http://www.accaa.org)

F:(440) 992-4841

This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Must have an Associate’s Degree or Higher in Human Services, Social Work, Family Services, Counseling, or related field that includes coursework in Human Services, Social Work, Family Services, or Counseling.

**EXPECTATIONS:**

- Must maintain confidentiality within and out of the program.
- Maintain professionalism at all times.
- Ability to work independently and in a team environment.
- Ability to communicate effectively and appropriately with others.
- Demonstrate leadership and ability to utilize direct and reflective supervision.
- Demonstrate flexibility when working with others.
- Ability to make appropriate decisions in a timely manner.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.
- Attend team meetings and trainings
- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 50 pounds.

**ESSENTIAL JOB FUNCTIONS:**

- Interpret and implement Agency Personnel Policies, Federal Head Start Performance Standards, The Head Start Act, the Ohio Revised Code, the Ohio Licensing agency, and any other regulations.
- Operate a computer and have the willingness to learn other software programs as necessary.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

**ADDITIONAL REQUIREMENTS:**

- An available licensed vehicle, a valid Ohio Driver's License and insurability monitored by ACCAA insurance carrier.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings
- Perform duties as assigned.

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Signature

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Date