

J O B D E S C R I P T I O N

POSITION: FAMILY SERVICE ADVOCATE
AGENCY: TRUMBULL COMMUNITY ACTION PROGRAM (TCAP)
RESPONSIBLE TO: Associate Head Start Director
EMPLOYMENT TYPE: HOURLY

GENERAL RESPONSIBILITIES:

The Family Advocate is primarily responsible for implementing parent involvement procedures and activities for families; providing advocacy and support to parents towards the delivery of needed services in their attempts to attain self-sufficiency, and assisting in the organization of parent support groups.

PRIMARY RESPONSIBILITIES:

- As a Family Advocate, you will be directly responsible for managing an assigned case load of assigned Families. You will serve as the liaison between your caseload and available community services, Early Head Start, Head Start, or Even Start staff and services.
- You will be expected to maintain files on each assigned family documenting any and all contacts made. Ensure that family needs are identified and that supportive, mutually agreeable goals are established in a Family Partnership Agreement.
- Ensure that families are aware of community services and resources and know how to access them.
- To perform this job adequately, you must have reliable transportation, a valid Ohio Driver's License, and vehicle insurance as required by the State of Ohio. This is most necessary as your job requires that you make visits to the homes of those families that you will be assigned as part of your case load.

SECONDARY OR OTHER RESPONSIBILITIES:

- Assist in the recruitment and registration of potential families in Trumbull County.
- Implement and maintain parent involvement activities in cooperation with parents and staff.
- Organize and attend regular parent support group meetings.
- Develop and implement strategies and activities to involve parents in all components of the Early Head Start, Head Start, or Even Start programs.

- Submit monthly reports of all services delivered or referred.
- Maintain records of parent and community volunteer services.
- Provide timely follow-up to child absences, emergent family needs, or dire concerns with appropriate referral or crisis intervention in TCAP case management format.
- Assist in the training of parent groups in the responsibilities and functions of group officers.
- Assist in the training of parent representatives on Policy Council.
- Attend and participate in staff training.
- Perform any other duties as may be assigned from time to time as they relate to the meeting of the goals as set forth by the Trumbull Community Action Program and the assigned program.

QUALIFICATIONS:

- Minimum of High School Diploma or equivalent.
- Valid Ohio Driver's License; good driving record; reliable transportation; vehicle liability insurance.
- Clear criminal history; position is subject to random drug screenings.
- Good verbal and written communication skills.
- Must be a good organizer and be well organized.
- Must be sensitive to the needs and situations of the low/moderate income.

SALARY AND BENEFITS:

Salary Range existing for position; placement within that range contingent upon experience and availability of funding. Full benefit package, including hospitalization and agency pension plan, available.