

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Child Development Program
Job Description

Job Title: Bilingual Family Advocate

Reports to: Family Development Coordinator

Areas of Responsibility: Build a partnering relationship with parents of enrolled children in order to support family growth in a variety of family development areas. In accordance with Dept. of Health and Human Services, Administration for Children, Youth and Family (ACYF) Head Start Performance Standards.

Major Duties:

1. Recruit and complete intake forms on eligible children and families by doing door-to-door outreach in the assigned areas and by maintaining close communication and cooperation with other local and regional agencies and organizations serving migrant and seasonal families and children to insure that every eligible child is enrolled.
2. Support and strengthen families as the primary nurturers of their children through parent education at parent meetings, home visits, newsletters and written information reflective of the parents' interest and needs related by parent survey.
3. Develop and maintain a team approach with the center staff to support families and support parent group activities.
4. Responsible for doing home visits with each individual family to build a respectful relationship and to have a broad understanding of every family in the program.
5. Work with the families in development and implementation of the Family Partnership Agreement, including providing assistance to families through referrals, goal setting, problem solving, and support; monitor and document family's progress.
6. Assist families in crisis to locate needed resources and to plan to prevent future crisis, if possible.
7. Provide follow up and develop strategies with families and center to deal with attendance concerns.
8. Develop implementation of regularly scheduled family gatherings in cooperation with Site Facilitator.
9. Foster and develop good communication and relationships between families.
10. Communicate in a positive and proficient manner.
11. Promote family engagement throughout the program and the community.
12. Advocate with and on behalf of families to promote high quality services.
13. Support children and families in making successful transitions.
14. Maintain efficient and effective record keeping using standard forms and Child Plus software program.
15. Maintain standards of confidentiality regarding program, children, families and staff.
16. Translate and interpret oral and written information to and from families.
17. Model positive regard for program in the community.
18. Perform other duties as assigned.

Working Conditions:

- 30% Office environment

- 50% Home environment
- 10% Training or meetings
- 10% Travel
- May work some evenings and weekends for parent and community meetings, training, family crisis, and home visits.

Physical Requirements:

- Must complete health physical upon entry to program and yearly health screenings.
- Must be able to make visits in home situations.
- Must be able to lift up to 20 pounds.

Minimum Qualifications:

Grade 7:

1. Must be 21 years of age.
2. High school equivalency (GED)
3. Valid Driver's license with good driving record and insured vehicle
4. Ability to speak, read and write in Spanish.

Grade 8:

1. Meet the minimum requirements above;
2. Two years' experience in case management or a Family Service credential

Grade 9:

1. Meet the minimum requirements above;
2. AA in Human Service or related field

Grade 10:

1. Meet the minimum requirements above;
2. BA in Social Work or related field.