

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: FAMILY ADVOCATE RESTRICTED

BASIC FUNCTION:

Under the supervision of the Family Health System Supervisor or Family Advocacy Supervisor advocates for children and families in the Head Start and/or Early Head Start program; conducts outreach, recruitment and enrollment activities; provides case management and social services support; performs health screenings and nutrition assessments; maintains records in accordance with State and Federal Head Start regulations and performance standards; assists families and children in the Head Start program and serves as a liaison between the Center and the home; provides information and communication to program participants and community service organizations.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Advocates for children and families in the Head Start and/or Early Head Start program; conducts outreach, recruitment and enrollment activities; provides case management and social services support.

Performs health screenings and

to

parents and students regarding age appropriate and primary care schedule.

Provides support to families regarding information and resources to facilitate family needs including emergency and crisis assistance, food, housing, clothing, transportation, education, mental health, substance abuse, child abuse, neglect, domestic violence and occupation.

Performs intakes; notifies families of Head Start Program health expectations; provides information regarding requirements, mandates and policies; reviews applications for required materials; communicates with parents and other interested parties to

required.

Recruits Head Start Program students; participates in recruitment events; distributes flyers; communicates with community agencies and schools to facilitate recruitment events; assists parents in completing enrollment packages.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities, including but not limited to program requirements and federal reviews; cross-monitors program participants as required; maintains records of files reviewed at partner sites; participates in the review process including panel interviews and site reviews; keeps records, audits, and reviews files and materials, prepares files for other to audit; makes updates and revisions based on audits and reviews.

Assists families with the children's signature program sites as assigned; obtains consent forms from parents to participate in the program; prepares and sends reports to First 5 program administrators and the COE.

Enters meal counts and absences; tracks and monitors student attendance records; sends attendance related communication to families; processes, corrects, scans, and audits attendance records and meal counts as needed; scans and sends forms to appropriate staff for processing.

Participates in Inclusion planning meetings related to Inclusion Collaborative projects, as needed.

Assists with creating, and monitoring for compliance, individual health plans for students, as overseen by administrators, including contacting doctors and reviewing medications.

Assists with monitoring nutrition plans for students, including contacting Nutritionist for substitute foods.

Assists with following up with Individual Educational Plans for students; contacts school districts to ensure that assessment occur.

Communicates with administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchange information; develops and maintains cooperative and effective working relationships with others; networks, establishes, and maintains relationships with community based organizations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of meetings, including with partner agencies as assigned; maybe required to work some weekends; assists with planning and facilitating Math workshops as assigned; plans and conducts Family Services trainings for partner agency staff; provides partner agencies with resources and technical support.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Head Start policies, procedures and regulations.

WORKING CONDITIONS:

ENVIRONMENT:

Officeenvironment.

Drivinga vehicleto conductwork.

PHYSICAL DEMANDS:

Hearingandspeakingto exchangeinformationandmakepresentations.

Dexterityof handsandfingerssto operatea computerkeyboard.

Seeingto reada varietyof materials.

Sittingandstandingfor extendedperiodsof time.

Walkingto conductrecruitmentactivities.

Approvedby PersonneCommissionDecember14, 2016



KristinOlson
Director Classified Personne Services

Date: 12/14/16