

Job Description – Head Start-Family Advocate

Job Title	Job Classification
FAMILY ADVOCATE	Non-Exempt, Human Service Worker, Level 3
Division	Department
Head Start	Family Services
Immediate Supervisor (Title)	Salary
Family Services Manager	24.00

Are you looking for a rewarding work environment with great benefits, where you will impact the lives of others (as well as yourself)?

JOB DUTIES

1. Ability to interact effectively with individuals from all socio-economic backgrounds.
2. Maintain client confidentiality of communications and records.
3. Identifying clients for Head Start through the use of agency data, neighborhood involvement, agency outreach, and other methods to maintain full enrollment and a minimum of 10% waitlist.
4. Monitor, track and follow-up with attendance to ensure 85% attendance rate at assigned center.
5. Plan and attend monthly parent meetings and other parent involvement activities in collaboration with the center staff and parents.
6. In conjunction with parents, complete the family partnership plan to develop family goals.
7. With parent participation, devise individual volunteer plans designed to increase parent involvement in Head Start.
8. Collaborate with parents, supervisor and co-workers to ensure intervention techniques meet the development needs of the family in a timely manner.

SKILLS AND QUALIFICATIONS

1. Associated degree in Human Services, Public Affairs, Social Work, Psychology, or related field required. Bachelor's Degree preferred.
2. Two (2) years' experience in a Human Services field required.
3. Must be certified in CPR and First Aid within 120 days of hire.
4. When driving for CANI, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
5. Excellent written and oral communication skills.
6. Ability to work with minimal supervision; self-motivated, attentive to detail, well organized, dependable, productive, and function well under deadlines and multiple priorities.
7. Familiarity with PC, Microsoft Windows, Databases, and DOS environments
8. Deliver an audit with no findings.
9. Ensure accurate financial reports by the tenth working day following the end of the reporting

Please apply online at www.mybrightpoint.org. Click on employment and then click on "Apply" (Date: Nov 6-20, 2023)

