

Innovative Services NW Job Description

Job Title: Family Advocate ECEAP



CLASSIFICATION: 24 ECEAP

HOURLY/SALARY RANGE: \$18-20 per hour

REPORTS TO: ECEAP Family Support & Health Supervisor

EFFECTIVE DATE: 10.27.2021

SUMMARY:

This position serves as liaison between families, schools and community service resources to provide social and health support services to preschool students and family members who are enrolled in Early Childhood Education Assistance Program (ECEAP).

ESSENTIAL FUNCTIONS:

- Organizes social services, family involvement, health, nutrition and mental health components for the ECEAP preschool program.
- Provides current information on community resources and assists families in working with agencies to meet family identified needs.
- Conducts outreach, recruitment and enrollment of eligible ECEAP children on an ongoing basis. Establishes and maintains a network with local agencies and organizations and performs a variety of public relations activities in support of the program.
- Supports the program to provide a variety of opportunities for families to volunteer, connect with other families, learn about parenting, and grow leadership skills. Encourages families to participate in program opportunities.
- Provides a minimum of one formal family support visit per family, per quarter. Provides additional family support visits as needed, based on each family's strengths, needs, and requests.
- Conducts strengths and needs assessment with families. Assists parents to identify and develop personal strengths and goals.
- Acts as a liaison between parents and school and works to develop a spirit of community. Helps conduct parent meetings, creates newsletters and flyers about special events, promotes communication between parents, school and social service agencies, generates activities to enable families to interact with one another.
- Maintains accurate program records and files, including enrollment information, family assistance referrals, goal progress, health and immunization records and follow-up data.
- Attends in-service training sessions, staff meetings as scheduled, professional development activities, and parent meetings.
- Establishes and maintains professional communication and working relationships with staff, families, and the community.
- Adheres to state licensing requirements, timelines, and ECEAP performance standards.
- Maintain highest level of confidentiality of program and family information.
- Assists teachers with classroom activities and support as needed.
- Performs other duties as assigned. May have flexible hours to participate in family and community activities related to the program.
- Provides program orientation to parents and families as to their rights and responsibilities in the program; encourages parents to participate in decisions concerning the content and direction of the program.

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COMPETENCIES:

The Family Support Specialist must have the knowledge, skills, and abilities to:

- Understand family and relationship development cycles.
- Recognize influences of diversity and culture.
- Demonstrate acceptance of all types of family groupings and use materials that reflect nontraditional families
- Build relationships with families that are positive and goal-directed.
- Establish mutual trust with families.
- Identify and assess family strengths and goals.
- Link families to community resources and engage families in program activities.
- Coach families toward self-sufficiency.
- Increase families' knowledge of parenting, school participation, and leadership.
- Cultivate community partnerships.

SUPERVISORY RESPONSIBILITY: N/A

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate to loud. The work environment can include a variety of settings including the inside and outside environments in the community, family homes, classrooms, and other partner organizational premises.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. This position frequently requires extensive walking during family visits. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to visually observe interactions between people.

POSITION TYPE AND EXPECTED HOURS OF WORK:

Full time, Monday- Friday. Program operation hours are 7am-6pm.

TRAVEL:

Occasional travel to and from community agencies.

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- An associate or higher degree with the equivalent of thirty college quarter credits of adult education, human development, human services, family support, social work, or related field.
- Experience with social service programs and early childhood education.
- Successful completion and clearance of a portable background check through the Department of Children, Youth, and Families.
- Valid CPR, first-aid, and bloodborne pathogens training.
- Valid negative Tuberculosis (TB) test.
- Must provide records indicating you have received the MMR vaccine or proof of immunity.

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- All employees of Early Learning are required to be fully vaccinated against COVID-19

Allowable Substitutions

Such alternatives to the above qualifications that the contractor may find appropriate and acceptable.

Knowledge, Skills & Abilities

- Ability to effectively communicate with preschool age children, family members, outside agencies, co-workers and other district staff in diverse environments.
- Ability to remain flexible to changes in assignments or situations.
- Ability to organize own work and work independently.
- Ability to understand the school district and its relationship to the community.
- Ability to deal with frustrated and/or difficult people.
- Ability to operate general office machines and a computer.
- Ability to maintain accurate, complete records.
- Access to personal vehicle and proof of insurance.
- Ability to lift 20 pounds and push/pull 40 pounds.
- Skill in creative problem solving.
- Effective time management skills.
- Effective written and oral communication skills.
- Ability to learn new skills quickly.
- Ability to maintain strict confidentiality.
- Experience working with low income preschool children and their families.
- Knowledge of State, county and local resources for families and appropriate referral procedures.
- Ability to speak a second language.

[AAP/EEO STATEMENT:](#)

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.