

Family Resource Advocate

Job Title:	Family Resource Advocate (FRA)
FLSA Status:	Non-Exempt
Department:	Anna Waters Head Start
Immediate Supervisor:	ERSEA and Family Services Manager
During:	Full Time (40 Hours/Week); School Year (40 weeks per year)
Date of Update:	July 2019

Job Summary

The Family Resource Advocate is responsible for arranging the delivery of social services to families with children enrolled in the Head Start Program. The Family Resource Advocate assesses family needs, makes referrals to service providers, provides follows-up, and assists each family with goal setting toward self-sufficiency. The Family Resource Advocate also recruits and enrolls children and families for the Head Start Program.

Responsibilities and Duties

- Promote engagement in positive parent/child relationships, families as lifelong educators, families as learners, family engagement in transitions, family connections to peers and community, family well-being, and families as advocates and leaders.
- Develop Family Partnership Agreement with each family soon after enrollment, stating goals and needed services.
- Make immediate referrals for emergency needs (food, clothing, shelter, etc.).
- Make referrals for non-emergency needs (education, employment, counseling, etc.).
- Work one-on-one with families to help them receive requested services in a timely manner and achieve goals.
- Follow-up on goals, services, and children's attendance
- Recruit and enroll children for Head Start Program in accordance with Head Start Performance Standards and DCFS guidelines.
- Responsible for entering all data in ChildPlus.Net for all families.
- Transmit documentation regarding enrollments, vacancies, transitions and re-enrollments to appropriate staff.
- Assist in the classrooms as needed.
- Conduct home visits.
- Implement the use of appropriate strategies to meet the needs of special populations (including populations of limited English proficient children, children with disabilities and children classified as homeless).
- Provide monthly reports to supervisor.
- Attend and participate in Family Engagement meetings.
- Assist in identifying family training needs and strengths.

- Assist Site Managers with parent meetings.
- Due to the nature of this program, all staff members must be willing to perform all other duties as assigned in order to maintain a quality program for all children and their families being served at Anna Waters Head Start.

Qualifications & Experience

Family Resource Advocates are required to have a bachelor's degree in social work or a related field. Family Resource Advocates will earn a Family Development Credential within 2 years. Family Resource Advocates must have excellent communication and counseling skills. Family Resource Advocates must be firmly committed to the philosophy that parents are capable of being primary educators of their own children.

Family Resource Advocates must be able to lift at least 30 pounds. The Family Resource Advocate must be free of tuberculosis, pass physical exam and criminal background check prior to employment. The Family Resource Advocate must meet DCFS Licensing Standards.

Application Procedure

To apply, submit cover letter, resume, and application to Kim Brummett, Director of Head Start, via mail, email, or hand delivery. Visit www.dmcoc.org/hiring/ to download an application. Application deadline is July 31, 2019.

Job Type: Full Time (40 Hours/Week); School Year (40 weeks per year)

Salary: \$13-\$14 per hour