

10NEW RIVER COMMUNITY ACTION, INC.  
**Head Start Program**

**Family/Health Advocate**

Job Description

***General Description***

Under the direct supervision of the Site Administrator, the Family/Health Advocate engages in mutually respectful goal-oriented partnerships with families to promote healthy parent-child relationships and family well-being.

***Duties and Responsibilities:***

1. Recruits and enrolls eligible children and families, maintaining enrollment and attendance per program requirements.
2. Conducts enrollment home visits to complete the health and nutrition portion for all families.
3. Screens and monitors children's health status and educates parents about their children's health status. Provides follow-up services needed based on screening outcomes, physical health, dental health, mental health, and nutritional intake, in coordination with appropriate Specialist.
4. Completes documentation, to include necessary data entry, and submits all appropriate paperwork and reports as required by deadlines.
5. Acts as a member of a comprehensive services team (including NRCA staff, parents, and other community organizations), so that family service activities are coordinated and integrated throughout the program.
6. Supports families' safety, health, financial stability and life goals or aspirations as part of a collaborative family partnership process.
7. Provides at least two (2) additional home visits per program year with five (5) day classroom families, to identify and assess family strengths, help families set goals, provide support and follow-up with families as they achieve goals.
8. Collaborate with Mental Health Consultants and Case Managers to provide additional services and home visits based on family needs.
9. Assumes bus monitoring position to meet the needs of the program.
10. Transport families, when appropriate, to and from community resources and other activities.
11. Assists Site Administrator with facilitating community and group activities that support families' strengths, interest, and needs.
12. Maintains confidentiality of family records and information.
13. Adheres to state and federal requirements as well as agency policies/procedures in all areas.
14. Actively participates in opportunities that lead to completing their individualized professional development plan.
15. Professionally represents one's self, as well as NRCA, in the community by supporting the agency's customer service beliefs.
16. Supports staff, substitutes, and volunteers in the classroom. Maintains confidentiality of staff information.
17. Personally reports to Department of Social Services all suspected child, aged or incapacitated adult abuse and neglect as required by law and documents accordingly. The Commonwealth of Virginia mandates the reporting of suspected child abuse and neglect within 24 hours to the local DSS. Informs Site Administrator and Family Services and Community Specialist of all reports to Department of Social Services.
18. Supports the day-to-day operation of the center. Performs all other duties that advance the philosophy and goals of the program and NRCA as deemed necessary by the supervisor.

***Knowledge, skills, and abilities:***

Must:

- Be willing to work primarily in the homes of families residing in high-risk communities.
- Respect and respond appropriately to the culture, language, values, and family structures of each family served in the community.

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- Be friendly, positive, responsible, and capable of exercising good judgment in dealing with children and adults.
- Be capable of lifting 50 pounds, walking, bending, and standing, occasionally lifting 80 pounds.
- Be flexible and ready to deal with unexpected situations.
- Possess a proven ability to communicate and work well with others.
- Maintain regular attendance and perform job duties and responsibilities in a satisfactory manner. Notifies supervisor by 6:00 am if unable to report to work.

Before employment, the applicant must sign authorizations for NRCA to perform DMV and Criminal Record Checks. These will be used to demonstrate that a satisfactory driving record and no pending or found charges or convictions related to abuse, neglect, or exploitation of children or adults are present. This information can also be used to determine if any other felonies or misdemeanor charges which would conflict with the mission and philosophy of the agency are present.

**Driving is an essential function of the job.** Must possess valid driver's license and safe driving record. If currently holds a Commercial Driver's License, must maintain that license. Must be able to drive up to 4 hours per day but may be required to drive more than 4 hours in a given day. Some night/overnight driving may be required for night or out of town trainings or meetings.

If agency vehicle is unavailable, must have a vehicle with valid inspection and insurance meeting minimum state requirements available for transporting individuals and families within the New River Valley, and in pre-approved cases outside the New River Valley. Mileage reimbursed by NRCA.

Must pass a physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee is capable of performing essential duties specified in his/her job description.

Follows the Head Start **Code of Conduct** as stated below and in the Federal Performance Standards.

- Respects and promotes the unique identity of each child and family and refrains from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
- Follows program confidentiality policies concerning information about children, families, and other staff members.
- Leaves no child alone or unsupervised while under the care of Head Start staff.
- Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. Will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

***Education and Experience Requirements:***

Associate degree in social work or human services, or arelated field, and 2 years experience working with children or families. ***Classification:***

Wage, non-exempt position. 12-month, year-round position. This position may be a full or part-time position as determined by Program Director.

This position is classified as grade 3b on the current salary scale.

**Signature Acknowledgement of Receipt:**

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Employee	Date	Supervisor	Date
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***Return signed page to Human Resources Manager.***

**Approved to telework: Yes/No**