

POSITION ANNOUNCEMENT

6/06

Community Action Partnership of Madera County

POSITION: ADVOCATE II / III (FMHS)

SALARY: Advocate II - Range 14.0 (\$11.68 - \$14.24/hr.)
Advocate III - Range 15.0 (\$12.27 - \$14.97/hr.)

IMMEDIATE SUPERVISOR: Center Director

SUPERVISES: N/A

DEFINITION: Supports family involvement in the program by providing referral and indirect service (health, social services, and nutrition) assisting with parent activities, advocating for families in the community, recruiting, registering families and children and maintaining family and child records and files.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP

- Maintains confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Adheres to CAPMC's values.
- Engages in personal and professional development.
- Shares information and knowledge with others.
- Represents CAPMC in the community in a professional and competent manner.
- Reports suspected child abuse in accordance with CAPMC child abuse procedures.
- Keeps informed of current theories and practices in the field.
- Professional role model for parents, children, community, and co-workers.
- Participates in new staff orientation/mentor activities.
- Participates in staff and center meetings.
- Interacts with children and families in a culturally sensitive way.
- Attends pre- and in-service training and other training as required.
- Works as a team member to support the functions and operations of the Head Start site.

BUILDING FAMILY PARTNERSHIPS

- Works directly with Head Start families to identify needs as per the Family Partnership Agreement (FPA), develop a goal to meet those needs, which can include referrals to community agencies serving the needs of the client population, support systems to encourage self sufficiency and provide support for

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- requests for assistance and/or training.
- Recruits children and their families for inclusion in the program and maintains enrollment.
- Completes the FPA for migrant within thirty (30) days, regional within forty-five (45) days, of the enrollment of the child in the program.
- Advocates for families in community settings.
- Collaborates with other key staff to track and follow-up on attendance.
- If applicable, collaborates with other key staff to track and maintain child health records and services.
- Provide bilingual/translation services as needed for families when applicable.
- Interacts with parents/staff to resolve conflict with a positive outcome.
- Encourages and supports family participation in the education of their child and in program decision making.
- Strengthens parents as individuals and as partners, and offers support and information as parents perform their leadership functions in the family.
- Participates with center director in conducting parent orientation and monthly parent meetings.
- Collects information from parents through questionnaires or other means to identify parent's needs for resources. Provides analysis to center director.
- Maintains and updates parent bulletin area and assists with/develops parent newsletters.
- Coordinates with the Education component for the home visits to families.

COMMUNITY PARTNERSHIP:

- Serves as a representative of Head Start on behalf of families and children in the community.
- Strong forceful advocate for family rights in the community.
- Contributes to updating community resource manual for the agency.
- Collaborates with agencies in the community to provide opportunity to link Head Start families with community and comprehensive services.

MANAGEMENT

- Participates in center staff meetings and shares information on family and community services.
- Coordinates with Health Component to ensure health services are being provided including follow-up and if necessary, transportation in an agency approved vehicle.
- Assists the Nutrition Specialist to ensure nutrition services are provided.
- Maintains accurate records and tracking forms of all services provided to children and their families which includes descriptive and supportive data. Tracks each family for compliance with the Head start guidelines. Documents families' contacts within 24 hours.
- Submits all required monthly, quarterly, and annual reports (FPA, monthly reports, PIR's, PPR).

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- Operates office machines as needed to perform assigned tasks.
- Recruits and maintains a system for community and parent volunteers for program participation.
- Participates in monthly Advocate meetings with Family and Community Specialist.
- Initiates and completes registration packet for each family.
- Performs other duties as assigned.

OTHER DUTIES

- Adheres to the Americans with Disabilities Act (ADA-1992), which prohibits discriminatory actions toward children and/or adults with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.
- Strict compliance with universal precautions in the classroom or during home visits and when administering first aid.
- Other duties as assigned

Limits of Authority

- Relative authority to maintain compliance with Head Start Performance Standards and the requirements of Head Start guidelines.
- Maintains close communication with the Center Director to recommend a course of action and to receive directives on priorities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF

- Community resources for families.
- Family system theory and communications techniques.

ABILITY TO

- Establish and maintain a positive working relationship with family members, community resource workers, center staff, and coordinates.
- Communicates and work effectively with families from all socio-economic and cultural backgrounds.
- Maintain accurate records.
- Use verbal and written communication skills effectively.
- Speak, read, and write Spanish.
- Adapt to change and be flexible.

EDUCATION/EXPERIENCE

- BA/BS degree in Social Work, Sociology, or related; (Advocate III) **or**
- A.A. degree with two years work experience in the field of social service,

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(Advocate II)

OTHER REQUIREMENTS:

- Must be able to relate with all people of the community regardless of ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC'S Head Start Program.
- Must pass health screening and TB skin test or chest x-ray.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable, insured transportation and a valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required.
- Must complete all background requirements: livescan, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving a clearing from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients, and children.

GENERAL PHYSICAL REQUIREMENTS

Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.

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- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

VISUAL ACUITY

The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.
- This position is designated as: Non-Exempt.

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WORK YEAR: May - October

BENEFITS: As described in the Personnel Manual

DEADLINE: **Open until filled.**

APPLICATION PROCEDURES:

Application forms are available at the Community Action Partnership of Madera County, 1225 Gill Ave., Madera, CA 93637, (559) 673-9173 or Fresno Migrant Head Start, 4221 W. Sierra Madre, Suite 109, Fresno, CA 93722 (559) 277-8641. www.maderacap.org **Please submit copy of degree with application to be considered for position.**

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.