

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Early Head Start/ Head Start Family Advocate

**POSITION SUMMARY:** The position is responsible for working with families and children at Kidango, Inc. The position carries a family caseload of 40-50 families, and is responsible for case management services.

### **POSITION OVERVIEW:**

- Employment Type: Full Time/Exempt
- Salary:
- Location: Warm Springs Administrative Office
- Job Category: Administration and Education
- Reports to: Head Start Assistant Manager
- Supervises: None

### **PRIMARY RESPONSIBILITIES:**

- Works collaboratively with staff and community agencies to support the needs of families and children enrolled in Head Start and Early Head Start.
- Works closely with Head Start Assistant Manager to ensure contract requirements are met.
- Prepares monthly, quarterly, and annual reports and verifies backup data for contract as needed.
- Make appropriate referrals for families to community agencies and ensure proper follow-up services.
- Assess family needs and help families establish short-term and long-term goals in the areas of housing, health, public assistance, hunger, and parenting. Assist families develop action plans to complete family goals.
- Assist the Head Start and Early Head Start program with recruitment and enrollment activities.
- Assist with parent workshops. Coordinates and translates at Early Head Start Parent Meetings.
- Maintains organized files on each participant.
- Works closely with center staff and monitors files to ensure Early Head Start mandates/performance standards are being met.
- Works closely with center staff to ensure Contact Log are up to date.
- Works closely with center staff to conduct home visits twice a year per family.
- Coordinates and conducts health screenings.
- Tracks all family service requirements.
- Certification in hearing and vision screenings and other screenings as needed.
- Attends Kidango and CAPE meetings as directed.

### **POSITION QUALIFICATIONS/REQUIREMENTS:**

- A.A. in a related field, Family Development Credentials, or working towards FDC
- B.A in a related field is preferred.
- 1 – 2 years of working with low income communities/families in similar setting preferred.
- Bilingual in English and Spanish preferred.
- Required possession of a valid California Driver's License and use of an insured vehicle.
- Able to communicate with the public and represent the agency in a positive manner.
- Excellent written and oral skills.
- Able to organize and maintain records.
- Able to operate all computers and software used by agency.
- Able to be flexible in work schedule.
- Proficient in data entry and data based computer programs

- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://kidango.org/Opportunities.asp>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.