

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title:** Family Services Advocate (Infant & Toddlers)

**Content Area:** Family/Community Partnerships  
Assistant Disabilities Coordinator

**Supervision:** Under supervision of Family Services Manager

**Hours of Work:** 8 hour shift, 8:30 a.m. – 5:00 p.m. Monday – Friday

**General Description:** Family Service Advocate is responsible to ensure the SWO Early Head Start Program is in compliance in accordance to the revised Head Start Performance Standards

### **Major Duties and Responsibilities:**

#### **A. Administration & Management**

1. Carries out goals, policies, and activities designed to implement objectives and revised Performance Standards; must be knowledgeable of Head Start Program Performance Standards 45CFR chapter XIII subpart A. 1302.10-1302.103
2. Completes, reviews, and updates the Family Partnership Agreement with the family;
3. Participates in an annual community assessment and assists in analysis of data collected;
4. Maintains confidential child and family records;
5. Recruitment activities for EHS Program; must develop and implement a recruitment process designed to actively inform all families with eligible children of the availability of services
6. Responsible to contact proper agency regarding suspected child abuse/neglect cases; share documentation with investigating agency;
7. Assist in identifying and providing training to parents, staff, and community members;
8. Perform other duties as needed or assigned by the organization.
9. Must have good work ethic, time and attendance.

#### **B. Coordination**

1. Must be a team player;
2. Work closely with Early Head Start staff;
3. Avoid duplication of services to children/families;

**C. Evaluation & Monitoring**

1. Develop and implement a system of monitoring and evaluating activities to ensure high quality services are being provided to families/children;
2. Review, evaluate existing program with parents, policy council members, and staff to enhance compliance with the revised Performance Standards and other regulations;
3. Identified Program areas of weakness and recommend corrective action.

**D. Parental Involvement**

1. Must integrate parent and Family engagement strategies into all systems and program services to support family well- being and promote children's learning and development.
2. Work toward achieving parental involvement in Early Head Start activities; providing them with opportunities to participate in the program as employees or volunteers
3. Review and complete annual training needs assessment of parents;
4. Schedule regular monthly Parent Meeting;
5. Provide a parenting curriculum

**E. Provision & Assurance of Services:**

1. Mandatory parental contact when child is absent;
2. Assist families in their efforts to improve the condition/quality of their family;
3. Assist families in need of emergency assistance and crisis intervention;
4. Provide information to parents of available community resources;
5. Provide follow up to assure the parents in need of services receive the needed services.

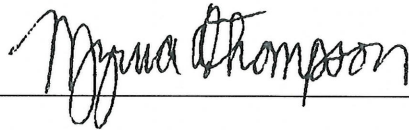
**Qualifications**

1. Associate Degree in social service or other related field, but will consider 2 years' experience in working with children zero-three years of age and willing to work towards a degree.
2. Good communication/organizational skills; non-judgmental attitude; good problem solving ability; strong written and oral skills.
3. Knowledgeable of community resources for families/children.

## Job Requirements

1. Must sign background check declaration for child abuse/neglect upon submission of application.
2. Must attend in service training, staff meetings, and relevant position training.
3. Must sign confidentiality Statement upon hire.
4. Must complete physical, TB test and drug test within 30 days of hire.
5. Must complete CPR and First Aid training within 90 days of hire.
6. Must live and promote a drug and alcohol free lifestyle.
7. Must be willing to learn and speak the Dakota Language.

Approved \_\_\_\_\_



Date \_\_\_\_\_

5-29-19