



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission POSITION DESCRIPTION

- Position:** Family Advocate
- Reports To:** Child and Family Services Manager
- Supervises:** N/A
- FLSA Status:** Non-Exempt

Position Purpose:

Serves as a liaison between Head Start families and the Program. Provides assistance and resource information regarding education, disabilities, health, nutrition, mental health and family development through referral services or direct contact with support agencies.

Specific Duties and Responsibilities:

- Implements Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Recruits and enrolls children and expectant families using established priority and eligibility systems. Maintain waiting list and notifies families of their status.
- Partners with families and develop individual family plans based on the family’s strengths and needs assessment and goals. Provide appropriate follow-up and documents Family Partnership Agreement activities.
- Arranges and/or provides transportation for families as needed for health and other services appointments.
- Works cooperatively with agency staff and community agencies to provide comprehensive delivery of referral, support and crisis intervention services to families.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



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- Makes regular and routine contact with Head Start families through home visits, telephone calls and family committee meetings.
- Assists pregnant women in accessing comprehensive prenatal and postpartum care.
- Complies specifically with Head Start Program Performance Standard 1305.4 regarding determination, verification and documentation of eligibility for Head Start/Early Head Start services.
- Establishes and maintains current, accurate and confidential family records.
- Complies with Head Start Program Performance Standards, DCFS licensing requirements, DCFS mandated reporting requirements, EPSDT Healthy Kids Requirements, and all other local, state and federal regulations.
- Accurately documents and enters family demographic information, child attendance, program enrollment data, and delivery of family support, health, dental, and nutrition services.
- Provides support for family committee meetings.
- Maintains and respects the confidentiality of families and employees.
- Supports families to ensure successful transitions in and out of HS/EHS.
- Encourages family engagement.
- Provides and promotes parent training and education activities in areas such as health, mental health, substance abuse, domestic violence, childbirth, family literacy and child abuse and neglect.
- Provides guidance, support, and instruction to Head Start parents as needed.
- Works cooperatively with staff to coordinate the delivery of child health services.
- Builds positive relationships with children through regular interaction.
- Represents CCHS program positively with businesses and community agencies.
- Participates in Professional Development experiences including participating on program improvement and evaluation committees.
- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Performs others duties as assigned.



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Required Knowledges:

- At a minimum, bachelor's degree in Social Services or Human Development required or Bachelor's degree in a related field with 2 years of Case Management experience.
- Must complete Family Partnership training within 18 months of employment.
- Must be at least 21 years of age with a valid driver's license, car and insurance.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruiting and working with families preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- recruit and enroll children and families
- ability to maintain records and implement a comprehensive, individualized education program for each family.
- maintain child, family, staff, and program confidentiality
- relate well to children, parents, staff and the community
- effectively engage participating children and/or families
- plan and coordinate family and community events
- lead educational activities
- travel to homes, meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- participate outside in various weather temperatures



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- work weekends and evenings as needed
- sit, stand and walk 70% of work week
- travel to home visits 5% of work week
- document services 25% of work week
- ride a school bus
- lift and carry a child up to 50 pounds
- build relationships with children and families
- make decisions based on developmentally appropriate practices and trauma informed care
- implement and practice the program's classroom management methods with fidelity
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- ability to work as a team with co-workers
- utilize a computer and data programs to meet program requirements

Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which may include physical and verbal aggression, daily.
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise levels fluctuate within the classroom setting and office setting.
- Outdoor play in various weather temperatures
- Near-vision use for reading and computer work



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Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



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