

# **Job Description**

I.     **JOB TITLE:**           Family Service Advocate (FSA)/Expectant Mother Visitor

II.    **SUPERVISION:**       Center Manager  
Early Head Start Supervisor

III.   **JOB SUMMARY:**

This is a full-time twenty-four (26) pay period position with duties and responsibilities to carry out the functions of the Child Health and Development Services; Child Health and Safety; and Family and Community Partnership Performance Standard Requirements. Family Service Advocates have the first contact with the families that enter the Early Head Start program.

IV.    **JOB SUMMARY:**

1.     Recruitment and enrollment of eligible children and pregnant women in the Early Head Start program. Arrange for screening of all enrollment applications.
2.     Collects and maintains all family data for various content areas, e.g., education, transition, health/dental, social services, parenting, disability, mental health, etc. Must enter information in ChildPlus database.
3.     Responsible for making home visits to develop a comprehensive profile of each Early Head Start family and to establish positive rapport between the family and the Early Head Start center.
4.     Provides information to families about available resources in the community and how they can be utilized.
5.     Must offer parents opportunities to develop and implement an Individualized Family Partnership Agreement.
6.     Provides educational services to expectant mothers, newborns, and/or home based children in accordance with Performance Standards.
7.     Assists families in obtaining emergency assistance or crisis intervention when necessary.
8.     Establishes and maintains a system of follow-up to ensure documentation of the delivery of services.

9. Maintains an updated tracking system for documenting absences, transfers, drops, new enrollees, health information, etc.
10. Maintains communication with parents on such matters as absentees, appointments, meetings, parent training, and other activities as needed.
11. Must attend parent meetings, center staff meetings, staffings, IFSP/IEP meetings, and other parent functions (as appropriate) at the individual worker's center.
12. Works with other community agencies and groups to assist families in becoming self-sufficient.
13. Assist parents to access transportation when needed through community resources.
14. Advocates for children and families and the causes that positively affect them.
15. Completes health history on each child enrolled in his/her center and updates as needed/required.
16. Works with parents to ensure they have a medical home and health insurance (Medicaid, LaChip).
17. Assist families in scheduling appointments for necessary immunization, medical, and dental screenings and follow-up services for children if needed.
18. Secures written releases from parents for provision of screenings, medical, and dental follow-ups, administration of medication, and transition activities.
19. Contacts parents to remind them of appointments, meetings, and conferences as needed.
20. Reviews and discusses with parents the results of health care visits after services have been provided, in conjunction with appropriate health staff.
21. Maintains records of all health and family information in a systematic, accurate, and confidential manner.
22. Performs non-complex health procedures (height and weight, hearing, vision, administering medication, first aid) when necessary or required.

23. Works with classroom teachers to monitor children for indications of illness, injury, neglect, and child abuse and confers with Early Head Start nurse, Center Manager, and/or Early Head Start Supervisor, regarding action to be taken.
24. Maintains an up-to-date Red Cross First Aid certificate to administer simple First Aid procedures in the event of an emergency.
25. Assists in training/teaching staff, parents, children, and volunteers in practices of personal health, cleanliness and hygiene including tooth brushing, toileting, and hand washing.
26. Notifies parents and appropriate staff in advance of children's appointments for health services so they can assist children in alleviating anxiety and fear experienced by children when visiting health providers.
27. Meets regularly with Health and Social Service Coordinators to discuss concerns, procedures, and other related information.
28. Assists in securing in-kind contributions and volunteers for the program.
29. Attends center- and agency-level programs, agency and content area trainings, and fund-raisers, as appropriate and/or specified by supervisor, in order to meet performance standard requirements.
30. Assists Early Head Start teachers in classroom as needed and/or requested by Center Manager or Early Head Start Supervisor.
31. Performs any other task deemed necessary by the Center Manager (as appropriate), designated Content Area Coordinators, Early Head Start Supervisor and/or Head Start Director.

V. **Personal Characteristics:**

1. Ability to plan, organizes, and carries out assignments under minimal supervision.
2. Ability to maintain professional attitude and keep program information confidential.
3. Ability to work to as a team; to demonstrate respect for parents, children, and co-workers and to maintain emotional stability at all times.
4. Ability to handle multi-tasks at one time and meet deadlines in a timely manner.

5. Ability to dress appropriately.

VI. **Qualifications:**

1. Must be a high school graduate or possess a GED.
2. Ideally, training and experience in working with low income families and young children, paraprofessionals, professionals, and people of diverse cultures.
3. Ability and willingness to pursue a college degree or certification in humanics, health and human services, social work, early childhood or related fields, as appropriate.
4. Must possess strong organizational skills, ability to communicate effectively, both orally and in writing.
5. Must have a current valid Louisiana Driver's license.
6. Must be able to pass a drug test, criminal background check, and provide three job references.
7. Must be receptive to receiving training in areas related to duties and responsibilities of this position.
8. Must be able to travel.

**SUPERVISORY RESPONSABILITIES:** None.

**CALENDAR FOLLOWED:** 242 Days

**RESPONSIBLE TO:** Early Head Start Center Manager

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Early Head Start Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Manager

\_\_\_\_\_  
Date