

## CMCA JOB DESCRIPTION

**Job Title: Child and Family Development Advocate**

**Job Summary:** The Child and Family Development Advocate implements the program curriculum; providing comprehensive child development, health, nutrition, and family services.

**Work Station and Assigned Area:** Head Start Center

**Supervises:** None

**Supervised By:** Team Leader II , Team Leader, Team Leader/CFDA or Infant-Toddler Lead CFDA

**Major Duties and Responsibilities:**

1. Build and maintain strong relationships and open communication with families.
2. Maintain the confidentiality of information on each child and family.
3. Know and comply with agency policies, procedures, Head Start Performance Standard, and Head Start policies and procedures.
4. Recruit participants for the Early Childhood Program in accordance with the annual ERSEA plan.
5. Support the design and implementation of program self-assessment.
6. Attain First Aid and CPR certification and training on blood borne pathogens as required.
7. Perform other duties as assigned.

*Education*

1. Conduct a minimum of 2 educational home visits and 2 parent-teacher conferences with each family per year.
2. Keep written records of child observations and assessed needs.
3. Develop with parent(s) educational and developmental goals for child based on observation and evaluation.
4. Determine weekly with parent(s) the extent to which planned activities have advanced child toward identified goals and objectives.
5. Design and carry out home visit and center activities that address the developmental readiness of child and parent(s).
6. Model for parent(s) age- and developmentally-appropriate activities to strengthen parent(s)' capacity to support their child's development.
7. Maintain child to adult ratio at all times, in accordance with state licensing regulations.
8. Know whereabouts of all children at all times.
9. Coordinate center day activities with parents.
10. Complete daily lesson plan following the curriculum format, key experiences, and children's interest.
11. Follow the assigned curriculum approach daily.
12. Orient volunteers to classroom; evaluate readiness.

13. Assign volunteers classroom tasks; supervise them.
14. Incorporate into classroom and professional practice suggestions and recommendations for improvement made by Team Leader or Specialist/Administrator.
15. Attend required staff meetings and training sessions.
16. Complete the minimum of twelve (12) clock hours of training each year required to meet childcare licensing regulations.

#### *Health*

1. Report to Team Leader if any child health concerns or possible indicators of disability.
2. Explain to parents the importance of preventative health care.
3. Assure that children obtain necessary immunizations, health and dental exams.
4. Assure that health screenings, services, and follow-ups are completed, as needed.
5. Provide health educational materials to parents.
6. Maintain current CPR/First aid certification.

#### *Family Partnership*

1. Conduct Home Visits with enrolled children, in accordance with the child's age and/or program option.
2. Recruit eligible children to maintain full enrollment and a waiting list.
3. Orientate children and families to the program.
4. Assist with the coordination of parent meetings or socialization groups in accordance with the program option.
5. Facilitate a family needs assessment.
6. Assist family to set goals that they identify using the SMART model.
7. Refer families to programs and resources that support their goals and basic needs.
8. Maintain a file documenting required family information.
9. Report all suspected instances of child abuse and neglect as required by law; submit a written report of all hot line calls to family partnership coordinator.
10. Assist volunteers to document their time by filling out In-Kind documentation.
11. Understand the process and purpose of Child and Family Staffing, refer families as needed.
12. Follow principles of adult learning when working with families.

#### *Nutrition*

1. Report any food allergies or suspected nutrition related problems to the Assistant Administrator-Nutrition.
2. Provide families with nutrition education materials, especially relating to low cost balance nutrition menus, getting children to try new foods, and menu planning.
3. Coordinate and monitor classroom food service; incorporate food preparation and clean up as classroom experiences.
4. Eat meals prepared for children Family Style.

5. Know and follow Head Start sanitation guidelines for food storage, handling, and preparation; educate parents on this subject.

#### *Disabilities*

1. Work with Intervention Administrator to recruit and enroll children with special needs.
2. Participate in coordinating teams to design services for children with special needs.

#### *Administrative*

1. Keep accurate records of attendance; time and mileage; volunteer time; program in-kind; home visits; supplies used in program.
2. Maintain up-to-date accurate program files for participants.
3. Assist in conducting end-of-the-year center inventory.

#### **Knowledge, Skills and Abilities:**

1. Ability to understand the vision and values of CMCA and to implement the mission, purpose, and goals.
2. Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
3. Ability to be a self-starter and to work independently of direct supervision.
4. Knowledge and application of developmentally appropriate practices in early childhood.
5. On-going knowledge of appropriate literacy practices in early childhood.
6. Ability to relate positively to children, staff and low-income parents.
7. Knowledge of the purposes and philosophies of the Head Start Performance Standards in working with young children and their families.
8. Maintain the confidentiality of information on each child and family in the Head Start program.
9. Ability to coach families to establish appropriate limits for children and enforce them in a positive manner.
10. Satisfactory completion of training of required Missouri child abuse & neglect laws, procedures, and indicators of child abuse and neglect.
11. Ability to implement concepts learned from training
12. Knowledge of health and hygiene and ability to assist children in developing good habits.
13. Ability to work as a team member.
14. Ability to deal with confrontation in a constructive manner.
15. Ability to attend work site regularly to perform job duties and responsibilities.
16. Ability to lift forty pounds.
17. Skill in presenting curriculum material appropriate to the needs and interests of the children and their family in their home environment and the classroom.
18. Knowledge of social and health resources in the community and ability to make effective referrals to such resources.
19. Ability to read and write at a level sufficient to record observations and family information.
20. Ability to operate data processing equipment and use Head Start specific software.

**Qualifications Required:**

1. Experience working with low-income families/young children.
2. BA/BS preferred in Early Childhood Education or other related degree with at least 18 credit hours in early childhood. Will accept an AA in Child Development, in conjunction with a written education plan to obtain BA/BS to meet the 2007 HS Act requirements.
3. Ability to communicate with children and parents in a second language preferred.
4. Residence in county of the assigned Head Start center is preferred.
7. Must have a valid Missouri license and daily access to a reliable and licensed automobile.
8. Submit current physical examination and TB test results.
9. Must pass the Missouri Department of Health Family Care Safety Screen prior to hire.

**Salary Range:** V Non-Exempt

	Initials	Date
Executive Director		

**EQUAL OPPORTUNITY EMPLOYER**

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Employee Signature

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Employee Printed Name

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Date