



PART OF THE SHEPPARD PRATT HEALTH SYSTEM:



**FAMILY SERVICES, INC.**

## **DISCOVERY STATION EARLY HEAD START JOB DESCRIPTION**

**TITLE: BILINGUAL FAMILY ADVOCATE**

<https://www.sheppardpratt.org/careers/>

**QUALIFICATIONS:** Minimum of Associate's Degree or a Certification in Social Work, Human Services, Family Services, Counselling, Early Childhood Education, or related field is required. B.A. Degree preferred. Experience working with multi-ethnic, low-income, and at-risk families including families with adolescent parents. Experience working with 0-3 population and knowledge of family-centered practices. Works cooperatively with families and accepts them as essential partners in the education process. Fluency in English and Spanish required, in addition to the ability to communicate well with parents, community members, and professionals, both in person and in writing. Needs to be able to lift 40 lbs.

**Summary of Responsibilities:** Under the direct supervision of the Keys to Success Program Coordinator, this role promotes school readiness among multi-ethnic and socially isolated families including pregnant women and children age birth to three through guidance in parenting and family self-sufficiency. Manages the implement of Family Assessment procedures to identify family's strengths and needs related to Family Engagement. Assist families in developing and implementing Family Partnership Agreements (FPA's) for enrolled families, including teen parents. Maintains case files and records in data management system to track contacts with families, attendance and progress towards goals in the FPA, and to generate monthly reports, FPA's, registration, and enrollments. Supports the Keys to Success teen parent program as needed.

### **Duties and responsibilities shall include, but not be limited to the following:**

Provides case management and advocacy for families enrolled in the Discovery Station Child Development Center to access needed services and meet the requirements for enrollment in the program. Maintains up-to-date confidential records in PROMIS database and office records. Initiates and maintains on-going communication with families. Provides referrals for services based on the needs of the family, on Family Assessment Tool and FPA. These service areas includes and are not limited to GED, ESOL, food, clothing, shelter and other services. Monitors and follows up, as needed. Under the direction of the Health Manager and Education Manager, responsible for ensuring that immunizations, EPSDT required well exams, lab work, medical check-ups, dental exams, developmental screenings, family assessment outcomes, family partnership agreements and transition plans are completed on time. Guides families in the development and implementation of Family Partnership Agreements. Advocates for family involvement in the development and implementation of Individualized Child Development Plans and assists in developing strong teacher-parent communication. Reviews and tracks children's daily report sheet, absence slips, and ASQ and ASQ-Se screening schedule. In collaboration with Keys To Success Program Coordinator (KTSPC), coordinates and implements participation requirements and program compliances of the EHS Keys to Success Program participation requirement and program compliances. Provides additional support as needed in overseeing Keys to Success Program sessions including career and college program sessions, tutoring, academic enrichment activities, and summer off-site trips. Serves as the primary backup for KTSPC.