



Job Description

<u>Title:</u>	Family Engagement Advocate
<u>Supervisor:</u>	Family Services Coordinator
<u>FLSA Status:</u>	Non-Exempt
<u>Supervises:</u>	N/A

Mission Statement:

The mission of Shine Early Learning is to bring a relentless, collective focus on positive child and family outcomes to close the achievement gap and build a better future together for children, families, and communities served by our Head Start partners.

Job Summary:

The Family Engagement Advocate (FEA) will work as a member of a team whose primary role is to engage families to partner with us to promote children's healthy development and school readiness. The Family Engagement Advocate uses knowledge of the principles of family engagement to support families in their roles as their child's primary educator, encourage parent/child interactions that promote children's school readiness and healthy development, and enhance family well-being. In their specialized role, the Family Engagement Advocate takes the lead to build social networks among families to promote self-sufficiency and enhance family leadership and advocacy skills.

This position has been established to strengthen our Head Start program's ability to expand family engagement strategies that will create a sense of belonging and shared community among families, with the goal of enhancing the relationships and support that families provide to one another in their shared aspirations for their children and themselves. The position may involve reassignment of caseload and/or center location as deemed necessary for program operations.

Job Responsibilities:

The Family Engagement Advocate's responsibilities primarily fall within the following core functions, although s/he may perform other tasks based upon program needs:

- A. Promote Family Environments that Enhance Children's Development
- B. Support Families to Meet Self-Identified Goals

- C. Engage Families To Support One Another
 - D. Enhance Program Collaboration
 - E. Maintain Accurate and Timely Record Keeping and Reporting
- A. Promote family environments that enhance children’s development: *Engage families as partners in their children’s healthy development and school readiness.*
 - a. Participate in outreach, recruitment and attendance follow up activities to engage families in our program; and to motivate their active participation
 - b. Engage families in the Family Engagement Contract process in order to build relationships and shared accountability for promoting children’s development
 - c. Individualize family engagement and relationship-building to be appropriate to families’ cultural context, as well as respectful of family circumstances.
 - d. Engage families in individualized, in home and group experiences to enhance parent/child interactions that research shows foster school readiness through consistent family routines, positive guidance and discipline, experience rich home environments and literacy activities
 - e. Utilize in-classroom time and home visits to build deeper understanding of the relationship between children’s development and their home environments; as well as to model and coach families in positive parent/child interactions
 - B. Support families to meet self-identified goals: *Engage in a process of collaborative partnership building with families of children receiving center-based (Early) Head Start services.*
 - a. Utilize family self-assessment information to assist families with self-identified goals to enhance self-sufficiency in areas such as education, employment, housing, and access to community resources
 - b. Identify and access services and resources responsive to family interests and goals and follow-up with parents to ensure that services met their expectations and needs.
 - c. Analyze self sufficiency data and utilize data/results to plan and coordinate a variety of parent cohort groups that support one another to achieve self-sufficiency goals.
 - d. Coordinate or refer families to opportunities for continuing education, employment training and other employment services through formal or informal networking in the community.
 - C. Engage Families to Support one another: *Foster a sense of community and sense of belonging among families in order to strengthen social capital*
 - a. Conduct group and center-based workshops and activities designed to build social capital and create a welcoming program community committed to family engagement in children’s learning and development
 - b. Cultivate family leadership and support their advocacy efforts through participation in program governance bodies such as delegate Policy Committee and grantee Policy Council, as well as neighborhood and community based advisory groups
 - c. Work in conjunction with Center staff and families to plan and conduct a wide variety of family engagement activities that provide opportunities for families to support one another, including, but not be limited to the following:
 - i. Closing the Achievement Gap workshop series, activities, and campaigns that promote children’s school readiness

- ii. Self-Sufficiency Sector Groups
- iii. Monthly Family Engagement Network Meetings

- D. Enhance Program Collaboration: *Build relationships that will enhance communication and collaboration among internal and external stakeholders*
- a. Work side by side with health, early learning and disabilities and other members of the family engagement team to support families to be fully engaged in all aspects of our program
 - b. Develop effective communication and collaborative strategies with teaching teams to encourage family engagement in home learning activities, including individualizing activities based upon family interests and children's developmental status
 - c. Establish and maintain working relationships with community partners to strengthen access to resources and training identified as priority goal areas by families
- E. Maintain Accurate and timely RECORD KEEPING and reporting: *Effectively manage workload and ensure accurate record-keeping and documentation*
- a. Maintain accurate electronic and hard copy records and case notes to support positive child and family outcomes.
 - b. Document efforts to assist families to identify their strengths, needs and self sufficiency goals through completion of Family Self Assessment, Family Partnership Agreement, and case notes.
 - c. Record, monitor and follow up on referrals for support services for reporting requirements.
 - d. Submit reports as needed and requested, such as monthly summary tracking reports, etc.

Requirements:

- Associate's Degree in Social Work, Family and Child Development, Early Childhood Education or a related field. Bachelor's Degree preferred
- A passion for achieving positive child and family outcomes through high quality family engagement
- Experience, training, and skill assisting the parents of young children to advocate for their families
- Ability to effectively communicate verbally and in writing
- Experience working in low income diverse communities preferred
- Bilingual preferred, but not required
- Pass physical examination, background check, and fingerprinting screen
- Computer literacy in email, word processing and internet navigation
- Must have reliable personal transportation as travel from site to site is required.

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.