

**Opportunities for Chenango, Inc.  
Early Head Start  
Position Available**

EHS Family Advocate - Norwich. This is a full-time, yearly position, 40 hours a week, M-F. The wage for this position is \$11.50 per hour.

Requirements: A minimum of an AAS degree, credential or certification in social work, sociology, physiology, human services/development, or counseling. A valid NYS driver's license is required.

Please send Resume and Cover Letter:  
Opportunities for Chenango, Inc.  
44 W Main St  
Norwich, NY 13815  
Attn: Robin Tuttle  
Fax: 607-336-4305 or email: [rtuttle@ofcinc.org](mailto:rtuttle@ofcinc.org)

Equal Opportunity Employer, Drug Free Environment

**OPPORTUNITIES FOR CHENANGO, INC.  
HEAD START PROGRAM  
JOB DESCRIPTION**

**Position:** EHS Family Advocate  
**Reports To:** EHS Family Services Coordinator  
Exempt

**Date Revised:** October 18, 2016  
**Employment Status:** 12 Mon./Non-

**Responsibilities:** The EHS Family Advocate serves as a liaison between families and the Early Head Start classroom by conducting monthly home visits, by assisting families with goal setting and accessing community resources. The EHS Family Advocate is responsible for ensuring that full enrollment and a waiting list is maintained at their site. They support and encourage the involvement of parents in all aspects of Early Head Start programming.

**Qualifications:** A minimum of an AAS degree, credential, or certification in social work, sociology, psychology, human services, family studies/development, or counseling.

**General Duties:**

1. Act in accordance with the Opportunities for Chenango, Inc. Mission Statement and abide by it.
2. Standards of Conduct.
3. Assists in ensuring the agency meets all federal, state, and local regulations.
4. Works within a team to plan and administer a comprehensive program of services.
5. Demonstrates a work ethic that recognizes and supports persons of varying socio-economic, ethnic, cultural and educational backgrounds.
6. Interacts and communicates effectively with co-workers, customers and community members in a professional and respectful manner.
7. Immediately reports child abuse/maltreatment to New York State Central Registry and appropriate administrative staff.
8. Maintains confidentiality of information regarding children, families, staff, and program issues.
9. Follows procedure when “calling in” due to illness and for use of for use leave time.
10. Participates in all required meetings and trainings and shares information with colleagues as appropriate.
11. Drives agency vehicle and transport families as necessary.

**Essential Duties:**

**Responsible to the TD with regard to the following:**

1. Provides the EHS Lead Teacher with a daily/weekly work schedule and any modifications to the schedule.
2. Reports to the EHS Lead Teacher when unable to report to work as scheduled.
3. Keeps the EHS Lead Teacher informed of the status of all children in accordance with policies regarding confidentiality.
4. Turns in a time sheet bi-weekly to the EHS Lead Teacher for review and signature that accurately reflects the time worked during each pay period.

5. Responds appropriately to safety concerns that are noted at the Early Head Start site, at other venues where Early Head Start activities are conducted and with regard to the use and maintenance of agency vehicles.

**Responsible to the EHS Family Services Coordinator for the following areas:**

1. Maintains full funded enrollment and a waiting list at their assigned site.
2. Assists families through the enrollment process and their transition into Early Head Start and into the Head Start Program, as needed.
3. Participates in the orientation of new families, and reviews or updates returning families on program changes.
4. Monitors attendance daily and works with parents to ensure that an average daily attendance of not less than 85% is maintained.
5. Maintains regular communication with all enrolled families through home visits and other means of communication. Meets with individual families monthly. Additional home visits may be required at the request of the family or as needed. (Exceptions to the minimum required must be at the approval of the EHS Family Services Coordinator or Program Director).
6. Works with parents to assess strengths and needs and to identify personal and family goals, which include a plan of action to address barriers that might inhibit goal attainment.
7. Provides direct services and referrals to other resources in the community, in order to support families in achieving their goals and meeting their family's needs.
8. Provides support to families who experience emergency situations or who are in crisis including maintaining weekly contact with the family until the situation is resolved.
9. Supports teamwork and coordination by maintaining open communication with staff and coordinators, including participation in Child & Family Reviews, Shared Family Reviews, Case Reviews, and Case Conferences.
10. Provides information, training and other support to parents to help them recognize and better understand all aspects of their child's development and their role as being their child's primary caretaker and educator.
11. Provides information and support so that parents can take advantage of the opportunities available for their involvement in the Early Head Start program, including facilitating small group training, discussion groups and workshops.
12. Works with parents to help them understand the important role they play toward enhancing their child's experience in Early Head Start and toward the success of the program.
13. Assists parents with needed follow up on the child's physical, dental, vision, and auditory screenings. Meets with the Health Services Coordinator as scheduled. Monitors and documents health related progress in ChildPlus.

14. Meets with the EHS Family Services Coordinator monthly to review and update work with families and to discuss general areas of performance.
15. Provides orientation and guidance to the site parent group and encourages parental participation on Policy Council and other program committees. In coordination with other staff and Coordinators, plans monthly group activities with parents that correspond with the Performance Standard requirements.
16. Keeps informed about resources available within the local community, the county, and surrounding areas. Shares this information with parents and staff. Seeks to develop a working relationship with community partners whose resources may be available to enrolled families.
17. Provides information and links parents with other community services as they transition out of Early Head Start.
18. Completes all required documentation in accordance with policies, procedures and established deadlines including all reports and other written tasks.
19. Greets parents and guardians as they drop off or pick up their child at the center.
20. Supports the Early Head Start center to meet all federal, state, and local regulations and ensures the safety of children by covering staff breaks or substituting in the classroom due to a staffing need.
22. Forms connections with children by participating in the classroom two hours per week.

**Working Conditions:**

Hearing-ordinary conversation  
Weight-lifting up to 50#  
Physical Demands-climbing, stooping, kneeling, reaching, handling  
Visual acuity, near and far  
Talking-ordinary

Revised: 10/16