

**JOB OPENING (JOB CODE: TX021)**

**[JOB TITLE:] Family Service Advocate [SALARY BASE:] Competitive Salary**

**[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207**

**[LOCATION:] Weslaco/Progreso Center [STATUS:] Full Time [TERM:] Regular**

**[CLOSING DATE:] Until filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 1**

**[JOB TYPE:] Internal/External**

**[SUMMARY:]**

Under the direction of the Center Manager, implement Health and Family Services to include recruitment, intake process, and enrollment of farmworker families and coordination of Mental health and transitional services. Provide case management principles that consist of identification of family's strengths and needs, coordination of services, family advocacy, and assistance in family goal-setting based on Parent Family Community Engagement Framework (PFCEF). Ensure classroom environments are healthy and safe services that meet the needs of the infant, toddlers, and pre-school children and their families in accordance with the Federal Head Start Performance Standards, Licensing Rules for Group Day Care Centers, local and state regulations. Will monitor and assist with the coordination of family engagement activities.

**[JOB DUTIES:]**

1. Implement Health, Transitional and Family Services at the Center including but not limited to: Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA), home visits, newborn home visits, family needs assessment, referrals, child file reviews, case notes, Family Partnership Agreements, Transitions, collaboration with community agencies, parent education, coordination of MH services to families, family literacy, identification of community resources, and tracking of services.
2. Participate in Case Review Process that addresses health, nutrition, and disabilities program areas of children and determine child's health, special needs, and nutrition status by performing a file review and obtaining any current health or dental information through a records request.
3. Manage family services utilizing a case management systems approach that includes performing and monitoring case reviews to identify a family's strengths and immediate, short, and long-term needs of parents and children that provides a support system for families to meet their own individual needs through advocacy, training, and coordination of services.
4. Implement and monitor ongoing recruitment plan activities within the center recruitment zones to ensure funded enrollment is met that includes recruitment and establishment of 10% enrollment of children with Disabilities.
5. Provide direct supervision to Family Services Advocate Worker, including ongoing mentoring, training, and conducting performance evaluations.
6. Coordinate/implement and monitor the enrollment process of families that includes childcare and determine families' eligibility status, enrollment priority status by utilizing selection

enrollment criteria and for families enrolled, implement a waiting list while ensuring that Eligibility is 100% accurate in accordance with the funding source.

7. Address health, nutrition, and disabilities issues, including the short-term exclusion of children by consulting with parents and sending home “symptoms” letters and health/nutrition referrals, and, if necessary, conduct home visits when health or developmental concerns are suspected or identified through staff/parent observation, screenings, and daily health observations, conduct in-house staffing and send out referrals as needed.
8. Conduct Parent Orientation and coordinate and/or obtain documents such as health information (immunizations, health history, etc.) in accordance with licensing requirements.
9. Facilitate and coordinate the development of Family Partnership Agreements that outline family goals, school readiness goals, language initiatives, literacy needs, family’s strengths, community resources available for goals obtainment and timelines for goal achievement, and ensure information gathered is disseminated to appropriate staff.
10. Utilizing the Parent, Family, Community, Engagement (PFCE) Framework, offer family engagement opportunities at the Centers through parent meetings, fatherhood activities, open houses, parent training, volunteer programs, and parent surveys, and encourage family advocacy and parent participation through monthly newsletters, offering family literacy resources, and provide parent training as needed.
11. Implement a parenting curriculum that builds on parent’s knowledge and offers parents the opportunity to practice parenting skills to promote children’s learning and development.
12. As part of the PFCE Framework, assist families in accessing community resources/services through implementing an effective referral process and monitoring each case through the process of follow-up referrals to ensure immediate/emergency needs, as well as long-term issues of families, have been addressed.
13. Obtain consent from parents, if parent unable to take child, for EPSDT, health or dental services that allows the program to arrange services, as permitted by the provider, and coordinate transportation for these services as needed.
14. Prepare paperwork for clinics, including necessary forms for the provider (ex. immunization records, health history, lead screening, parent consent, etc.)
15. Coordinate with Child Development Coordinator in implementation and monitoring procedures/methods for child accidents, case reviews, health emergencies, injury/accident prevention, reporting (to include parents), and follow-up, medication administration, transportation and storage, individualization/ modifications for children with special needs, diapering, hygiene, sanitation, hand washing techniques, and sick child.
16. Implement and monitor an effective filing system that safeguards confidential information and supports the organization of children’s files which includes electronic data systems.
17. Coordinate and monitor the transition process and packet development, including but not limited to the following transitions: a program to program; Head Start, Migrant and Seasonal Head Start (MSHS) to public school; MSHS to another agency; MSHS to local or regional HS or classroom to classroom.
18. As part of Early Care and Educational needs and coordination, synchronize other UMOS programs to include program surveys, referrals and create files when necessary to address additional services.
19. Responsible for the weekly collection of non-federal shares (in-kind), which includes coordinating and promoting the parent/community volunteer program, recruiting volunteers, conducting volunteer orientation, and collecting documentation necessary to process in-kind.

20. Ensure timely data entry of services and submit complete and accurate reports, including but not limited to the Family Data Base System such as *CHILDPLUS*, family, health and transitional services monthly reports, PIR reports, community assessment data, and any other assignments to the Regional Office by the requested dates.
21. Maintain center parent board and ensure the following are posted: Policy Council and Parent Committee meeting schedule and recent minutes, Menu, Community Events, and any other relevant information.
22. Report suspected child abuse and neglect in accordance with state law and UMOS policies and procedures.
23. Attend Center and Regional staff meetings, coordinating meetings, case reviews, training, open houses, and perform other duties as assigned.

#### **[QUALIFICATIONS:]**

1. Be at least 18 years old and have a High School Diploma/GED.
2. Must have credential or certification in social work, human services, family services, counseling, or related field within eighteen months of hire.
3. Bilingual in Spanish and English (oral and written).
4. Proficient in Microsoft Office.
5. Good oral and written communication skills.
6. Must have a reliable car, valid driver's license, and adequate insurance.
7. Ability to work irregular and/or flexible hours.

#### **[CONDITION OF EMPLOYMENT]**

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. In accordance with licensing regulation, must complete a physical exam and TB test showing the absence of Tuberculosis within 30 days of employment or sooner as required by local/state regulation. Must complete approved Shaken Baby Training prior to working with children, Fire Extinguisher Training, Infant/Child CPR, and First Aid within 30 days or sooner as required by local/state regulation. If no AA/BA in social work or related field must obtain a credential or certification in social work, human services, family services, counseling, or a related within eighteen months of hire. Work hours will vary from 1<sup>st</sup> and 2<sup>nd</sup> shift and occasional weekends.

#### **[WORK ENVIRONMENT]**

The demands described here are representative of those that must be met by an employee to The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

#### *Physical Demands:*

1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) frequently required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled or uncontrolled temperature environment.

*Tools & Equipment Used:*

a) phones, computer system; b) fax machine, copy machine, laminator, Computer, calculator; c) first aid equipment, fire extinguisher. Usage varies by position.

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*Equal Opportunity Affirmative Action Employer*

08/10/2021