

## **FAMILY SERVICES ADVOCATE**

**JOB CODE: HS003**

**Schedule: Full Time On-Site**

**Work Status: Regular / Non-Exempt**

**Salary: Starting pay 16.94 / hr. based on experience and education**

**Location(s): Lepanto, AR**

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

#### **Benefits**

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

#### **Advancement**

In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

**Do you want to make a positive impact on a family's life which include their children? If you enjoy doing case work, but also love going into the surrounding communities and talking to and engaging parents so that they can be empowered to make wise decision regarding their children's future, then we have a position for you – Family Services Advocate!**

In this role, the Family Services Advocate will be 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.

## **Primary Responsibilities (not all inclusive):**

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.

## **Qualifications:**

Employment with UMOs is contingent upon successful completion of:

1. Demonstration of COVID-19 Vaccination required as regulated by the federal Office of Head Start.
2. Be at least 18 years old and have a High School Diploma/GED.
3. Must have credential or certification in social work, human services, family services, counseling, or related field within eighteen months of hire.
4. Bilingual in Spanish and English (oral and written).
5. Proficient in Microsoft Office.
6. Good oral and written communication skills.
7. Must have a reliable car, valid driver’s license, and adequate insurance.
8. Ability to work irregular and/or flexible hours.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*