



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Head Start Family Advocate II  
**Reports To:** Head Start Principal  
**FSLA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 05/2012  
**Last Revised Date:** 06/2013

**Summary:** Assists other family advocates and parents in providing age appropriate activities for their preschool age children by performing the following duties. Identify the current and potential problems of individuals and families within Kalamazoo County, which inhibit their ability to attain self-sufficiency, establish goals for independence from public assistance, and serve as a support utilizing a case management approach. This is done in order to help low-income individuals develop skills, which will assist them in becoming self-sufficient, and improve service coordination for clients requiring multi-service intervention.

### **Essential Duties and Responsibilities:**

- Promotes the Head Start a Kalamazoo RESA program
- Advocates for optimal child development opportunities for families
- Supports Family Advocate I's and schedules and provides regular home visits
- Recommends and models age appropriate activities with 4 year old children using mandated curriculum
- Provides developmental screenings and instructs parents in screening methods
- Ensures Family Advocates are in compliance with Federal H.H.S. offices; Community Services; and Children, Youth and Families Program objectives
- Source of knowledge for collaboration with community agencies and Human Services Department programs (i.e. Health Clinics, Homeless Shelter, Community Centers, Churches, etc.) to provide resources and support to assist families
- Intervene and coordinate with family advocates, clients, families and social services systems to assist clients in accessing other service providers (medical, educational/vocational training, housing, finance, etc.)
- Collect, generate, and evaluate data to develop and implement service plan, including transportation of customers to services
- Provide crisis intervention for clients and more difficult case consultation and management activities
- Helps lead administration of distribution of USDA surplus food to eligible families
- Complete intake process for the Weatherization and emergency needs program
- Assure that Head Start Social Services component performance standards are met as required
- Responsibility for recruitment, enrollment, and coordination of enrollment process as assigned

**Essential Duties and Responsibilities: (cont.):**

- Complete weekly, monthly, and annual reports as it relates to unit activities
- Conduct home visits of assigned caseload and / or attends home visits with Family Advocate I's to complete intake process as well as to establish goals and objectives for ongoing case management for all customers
- Provides parent support and referrals to appropriate community agencies
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

Master's degree in social work or related field with three to five years' experience working with economically disadvantages families; or any comparable combination of education, training or experience. Must possess excellent listening skills, the ability to develop positive relationships with dysfunctional families, and experience in utilizing community resources. Bilingual language (Spanish) skills preferred. Reliable transportation and a valid Michigan driver's license required.

**Certificates, License, Registration:**

A valid Michigan driver's license required.

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner Performs duties as workload necessitates

Adapts to frequent changes in the work environment

High comfort level with home visitations

Uses equipment and materials properly

Practices safe work habits

**Supervisory Responsibilities:**

This job provides direction to and mentoring to Family Advocate I's

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually moderate. Conduct home visits with exposure to unsanitary conditions, abusive and/or violent customers. Understand they are a mandatory CPS reporter.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.