



## **JOB DESCRIPTION**

Job Title: **Family/Health Advocate**  
Category: Non-Exempt  
Program: Urban Strategies Early Head Start Houston  
Work Schedule: Five days per week/40 hours per week/12 months per year.  
Reports to: Center Manager, EHS Houston

## **ORGANIZATIONAL OVERVIEW**

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families and fostering effective parenting
- Improving school readiness
- Developing social and emotional competence
- Advancing research-based practices

advance the school readiness of children, build engaged communities, and make a difference in vulnerable communities.

## **POSTION OVERVIEW**

This position performs a key role in three service areas, ERSEA, family/community engagement, and health services. Performs all activities in the implementation of ERSEA (Enrollment, Recruitment, Selection, Eligibility and Attendance) requirements ensuring responsiveness to the results of the Community Assessment and all applicable Head Start Performance Standards. Assists the center manager in monitoring attendance and the prohibition of suspension and expulsion. This position will work in conjunction with the program's Health Services in assuring that all health services are met as required by federal and state regulations. Collects, inputs, and analyses data into the child enrollment, attendance system, and health system. This position facilitates parents' knowledge and access to health, education, and social services through a referral system to community agencies in cooperation with all other disciplines (Child Development/Disabilities, Health, Mental Health, Nutrition and Administration). Assumes a key role in the compliance with Head Start Performance Standards related to ERSEA and Health.

## **ESSENTIAL FUNCTIONS**

- Engage in comprehensive, integrated planning with management team:
  - 1) to monitor/improve ERSEA goals/outcomes and a system of services that support the eligibility, recruitment, selection, enrollment, and attendance of infants and toddlers and that is responsive to the community assessment.
  - 2) to monitor/improve a system of services that limits child suspension from the program and prohibits child expulsions from the program.
  - 3) to develop/improve a family and community engagement goals/outcomes and a system of services that aligns with the Head Start Parent Family Community Engagement Framework.
  - 4) to ensure the implementation of ERSEA and Family/Community Engagement at the center.

- Assist in the assessment of community, program, child and family needs, strengths, and resources in quality of life issues, compile and input data.
- Under the direction of the center manager assist in tracking, reporting each child's attendance and follows through with individual intervention in situations of chronic absenteeism.
- Assist in the collection of data for the Community Assessment.
- Assist with the annual program self-assessment and federal onsite review process, focused on compliance with ERSEA and progress on family/community engagement; report on strengths, recommendations, required improvements; implement improvements and recommendations; incorporate into program planning process.

#### **POSITION SPECIFIC DUTIES AND RESPONSIBILITIES:**

##### **ERSEA**

- Implement the system to track the eligibility, recruitment, selection, enrollment, and attendance of children to comply with federal and state program regulations.
- Assist in creating the criteria for the selection and enrollment of children assuring responsiveness to community assessment and reflecting data on dual language learners, homeless children, children in foster care, and children with disabilities.
- Perform intake/registration procedures for all families and ensures income verification and eligibility qualifications of children and families are met; and ensure applications are complete and data is accurately entered in the Child Plus database.
- Assure and maintain record keeping and reporting policies for waitlists, enrollment, attendance, timelines, schedules, and procedures in accordance with designated state and federal program requirements.
- Conduct on-going monitoring, tracking, follow-up and analysis of enrollment and attendance data, and produce regular reports for management meetings.
- Assist in addressing any possible child suspensions and in the prohibition of expulsion and collaboration with the Mental Health Services.
- Maintain enrollment forms, insuring information is current, correct and disseminated to all necessary staff to meet program requirements.
- Perform recruitment activities in response to enrollment data and wait list data.
- Ensure full program enrollment and maintenance of a sufficient wait list.
- Compile and submit Program Information Report (PIR) data on a periodic basis.

##### **FAMILY SERVICE/COMMUNITY ENGAGEMENT**

- Implement the system for Family and Community Engagement Services.
- Implement system of services, record keeping and reporting of the Family Partnership Agreement and assure its alignment to the Parent Family Community Engagement Framework.
- Assist in being the program resource for consultation, information, and referral regarding community resources to staff and client families.
- Assesses the needs of children and families and provides referrals to community resources to meet the needs as well as schedules follow-up on the referrals. Tracks all referrals.

##### **HEALTH SERVICES**

- In the enrollment process, collects and documents all health-related data for each child and family and shares that information through the Child Plus reports to the Health Service staff.
- Collaborates with Health Services staff in the provision, referral, follow-up of health-related services (insurance, medical home, screenings, baby well-checks, dental checks, immunizations).
- Collaborates with Health Services staff in assuring the data input regarding all health services.
- Collaborates with Health Services staff in the communication regarding referrals to parents.
- Collaborates with Health Services staff in the provision of information and trainings to parents regarding health issues.

**PHYSICAL RESPONSIBILITIES:**

Ability to see at normal distance, hear normal conversations and sounds and use hands and fingers to fill out required forms. Occasional lifting of fifty (50) pounds is required and must be able to push/pull up to fifty pounds horizontally. Ability to sit on the floor, bend at the waist, kneel and/or stoop 75% of the time.

The physical 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 may be made to enable individuals with disabilities to perform the essential functions if the staff disability does not create an undue risk of injury.

**MINIMUM QUALIFICATIONS**

- Certification or Credential in Social Work, Family Services, Human Services or Counseling
- Knowledge of health requirements for children zero to three years of age.
- One to three years' experience working with families and children zero to three years of age
- Excellent oral and written communication skills.
- Bilingual (English/Spanish)
- Working knowledge of local community resources.
- Advance knowledge of MS Office Suite.
- Must have Valid Driver's License, Personal Vehicle and Liability Insurance required.

**PREFERRED QUALIFICATIONS**

- Associate or bachelor's degree in social work, Family Services or Counseling
- Knowledge of Head Start Performance Standards

**SPECIAL CONSIDERATIONS:**

Other employment requirements include the following:

1. All EHS employees must pass a mandatory criminal background check prior to hiring and every five years thereafter.
2. Initial health exam and state required communicable disease screening and testing.

***Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.***

**To Apply:**

- Please send resume and application to [HR@urbanstrategies.us](mailto:HR@urbanstrategies.us)