

Health and Safety/Facilities/General Workload Tasks: (Including but not limited to)

- Safety and sanitation walkthroughs / tasks as assigned
- Maintain bulletin boards, center library collections, resource materials, parent room, clothing bank (if available)
- Monitor and maintain welcoming environment for families and visitors
- Complete electronic timesheet and mileage sheet as directed
- Check mail, email, phone messages and center log
- Participate in program Self-Assessment as required
- Attend Center Meetings: provide Family Advocate updates to center team
- Attend FA trainings and other meetings as required
- Review Tasks and Activity Guide, Policies and Procedures
- Review and refer to dates and deadlines and agency calendar

ERSEA: Eligibility, Recruitment, Selection, Enrollment, Attendance: (Including but not limited to)

- Verify food substitutions, medications, and medical issues are still accurate/needed
- Support enrollment with the onboarding of newly selected children/families. Review all children in SHINE. (Contact all families to update contact information and follow up on needed or missing information)
- Follow-up on attendance concerns as they arise and as identified during staffings
- Work with center team to recruit families with the goal of maintaining a waiting list and 100% enrollment year-round.
- Notify Enrollment Service Area Assistant of drops, transfers, and changes in contact info using online Child Change form

Family Services: (Including but not limited to)

- Promote Family Engagement and Male Involvement in three areas: child's education and development, in the classroom/center, and in the community
- Advertise Parenting Education opportunities and recruit/encourage families to attend.
- Obtain, and maintain family/child's legal paperwork – (e.g. restraining orders, custody orders, visitation plans, DHS placement letters, etc.)
- Facilitate Parent Workshops and support parents within the Parent Committee and Policy Council.
- Home visits – 1 required per family per year (duration will be 2 required); additional according to family need
- Prepare for and attend ongoing staffings with center team in accordance to agency procedures, utilizing staffing guide
- Participate in transition events (EHS-HS, HS-Kinder etc)
- Develop family goals in partnership with the family: follow up on goals every 30 days minimum. Partner with teachers to support child education goals. Celebrate achievements.
- Work collaboratively with family to set goals around pre-existing plans with other agencies; obtain releases when family desires interagency collaboration
- Present Family Progress Reports to families in partnership with Teachers.
- Document pertinent information regarding family or child, including referrals, needs, crisis support, goals, family background information, in the SHINE database.
- Communicate with interpreters as needed-allow extra time when requesting translation on documentation and scheduling
- Assist families in crisis; ensure safety, provide referrals and resources, support resolution and document the SHINE
- Plan and schedule Family Days in conjunction with center team
- Act responsibly to prevent child abuse at all times; support/provide parent training in child abuse prevention
- Report suspected child abuse or neglect in accordance with State law and agency procedures
- Initiate, develop, and maintain collaborative relationships with caseworkers for families involved with DHS Child Welfare.
- Assist parents in applying for training funds, when funds are available – (training must be in support of their child)
- Provide transportation for families to medical/dental, mental health, IFSP, and goal-related appointments when all other resources have been exhausted.

Health/Nutrition: (Including but not limited to)

- Contact parents with health/dental/nutrition concerns; share screening results and concerns with parents. Provide education and follow up as needed.
- Update Certificate of Immunization Status (CIS) forms with parents. Support parents to get up to date prior to February exclusion date
- Support and encourage families to complete well child and dental exams and treatment appointments. Document follow up and support in the SHINE database in accordance to agency procedures.

Mental Health/Disabilities: (Including but not limited to)

- Assist parents in referral process for ECSE eligibility and advocate along with attending IFSP meetings with parent
- Initiate and complete MH referrals as recommended by Child Development Specialist (CDS) and as requested by parent; follow-up and document in data system in accordance to agency procedure.
- Review IFSP with parents as needed
- Collaborate with teacher and Parent re: child guidance plans and IFSP goals.
- Attend MH classroom observation debriefings with Child Development Specialist (CDS); complete recommended follow-up and document. This includes a recommended CDS referral.
- Attend child guidance and IFSP meetings when possible
- Assist parents with evaluation/assessment appointments for Mental Health (MH)/Disabilities referrals as needed
- Other Mental Health/Disability procedures as instructed

Community Partnerships and Advocacy: (Including but not limited to)

- Support and encourage parents to become involved in community organizations as well as create a community network.
- Encourage and assist parents in participating in interagency community needs assessments
- Develop activities at the center in response to families expressed needs and interests

Self-care: (Including but not limited to)

- Include best practice reflective, stress relief and self-care activities in daily routine to avoid burn out and compassion fatigue

WEEKLY

- Run data system reports and follow up weekly with: (follow report procedures)
 - Health Requirements: monitor, update, and document plans to ensure progress is being made on medical/dental/hearing/vision
 - Monitor staffing completion
 - Home Visit completion
 - Goal progress, updates and completion
 - Referral follow up (Need Identified)
 - Crisis/Need Identified follow up
 - Monitor Attendance

MONTHLY (Including but not limited to)

- Meet with PFCE Manager as assigned for support and review of case work, including home visit observations, group observations and staffings
- Mental Health updates/monthly contacts.
- Attend center meetings: prepare and share any Family Advocate updates or plans with center team
- Submit flyers and agendas of family activities, parent meetings, family days, etc. to PFCE Manager through the One Drive at the end of each month
- Provide training and support to parent group and officers
- Complete Staffing with Head Start/Early Head Start shared families
- Parent Committee Meeting:
 - Support Parent Workshops in accordance to agency procedure.
 - Publicize within center, add meeting dates to class calendar/center newsletter
 - Encourage and support Policy Council representative and/or alternative to attend PC meetings and fulfill reporting obligations at center parent meetings.