Job Description

Job Title: Advocate

Job Summary: The primary function of this position is to create and maintain relationships with families and children to identify and address their needs in the community.

Key Task and Responsibilities

Outcomes:
• Develop individualized partnership agreements (IFPA) with all families assisting them to set goals and address needs.
• Ensure that full enrollment is maintained.
• Ensure that child attendance is at a rate of at least 85%.
• Provide parents with resources on literacy and child development to aide in school readiness goals.
• Conduct home visits

Regulations:
• Responsible for compliance of laws, regulations and Head Start Performance standards related to the position.
• Understand Child Protection Laws and Reporting requirements
• Comply with all safety policies practices and procedures

Partnership:
• Work with mediator team to ensure that all children’s needs have been met.
• Work with community agencies to provide classes and parent lounge activities.
• Create and maintain a relationship with parents to meet their families’ needs while recruiting parents to participate in PICA events.
• Work with Center Team, parent, and local education agencies to ensure appropriate transitions for all children birth to 5 years old.

Supervision:
• Manage timely responses to any needs identified
• Document all activity in PICA’s Database
• Comply with all safety policies, practices and procedures
• Perform other duties as assigned
• Strong interpersonal skills and ability to work with a diverse population
• Ability to define problems, collect data and draw valid conclusions to set goals
• Ability to maintain a good working relationship with all co-workers and the general public and to use good judgment in recognizing scope of authority

Experience and Qualifications Required:
• Knowledge of community resources.
• Ability to learn how to use a Macintosh computer and the FileMaker Pro application.
• Good record keeping, interpersonal, communication, and writing skills.
• Ability to work well with individuals from various ethnic and socio-economic backgrounds.
• High School Diploma or GED required
• Valid Driver’s license and vehicle insurance
• Cross-cultural competence

Excellent working conditions and benefit package including low cost medical insurance, paid dental/life insurance, sick/annual leave, retirement and education/training opportunities. Occasional evening and weekend work.

Salary: $13.46/hr

This job description is a summary and does not necessarily represent a complete list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job.  Ref. 6/09 aas  AA/EOE

Apply online at www.picaheadstart.org or at 700 Humboldt Ave N, Minneapolis, MN 55411. AA/EOE