



## POSITION ANNOUNCEMENT

**POSITION:** Family Advocate  
**REPORTS TO:** Parent Support Coordinator  
**DEPARTMENT:** Child Care

**Open Date: IMMEDIATELY**

### **Basic Function:**

Reporting to the Parent Support Coordinator, the Family Advocate's basic function is coordination of health requirements, goal setting, and family partnership agreements for families enrolled in child care. This includes written parent communications and data entry in COPA database.

### **Position Responsibilities:**

- Maintains all records regarding health services (physical exams, dental exams, hearing and vision screenings, heights and weights, as well as any asthma action plans, or food allergies) according to Head Start/Early Head Start performance standards. Enters all health related information into COPA in a timely manner
- Responsible for communicating with teaching staff about children's health needs
- Notifies parents of expiration of health requirements in a timely manner
- Responsible for obtaining child health histories from social worker/intake
- Checks classroom First Aid kits and replenishes them as needed, maintains First Aid kit supply logs
- Participates in the program's annual self-assessment and community assessment
- Completes Family Partnership Agreements with all families. Follows up on progress on goals every three months. Documents all follow up in COPA
- Maintains a strong system of resource and referral for families including formal and informal partnerships
- Assists Parent Support Coordinator with all parent involvement activities and events including monthly parent policy committee meetings and special center events
- Maintains all children's files in an organized and confidential manner
- Takes daily attendance in classrooms and enters attendance in COPA daily by 10:30 AM according to Head Start standards. Contacts parents of children who are absent to learn reason for absence by 10:30 AM daily. This contact is entered in COPA
- Assists parents with transition process. Notifies parents of children's transition into new classroom and meets with new teacher to share information regarding child's health status and potential dietary needs
- Responsible for compliance with all agency requirements, as well as DCFS licensing requirements, Head Start performance standards and NAEYC standards
- Participates in recruitment for program twice monthly or as assigned
- Participates in monthly all staff meetings, and attends all mandated meetings and trainings
- Maintains a current Illinois Gateways Registry membership
- Participates in 20 hours of professional development per program year, five hours of which are Gateways approved hours

### **Position Requirements:**

- Bachelor's degree in social work, psychology or related field
- Illinois Gateways Family Service credential level 5 by 2024
- Bilingual English/Spanish preferred
- Ability to lift and carry up to 50 pounds
- Proof of eligibility to work in the United States
- Upon offer of employment, must complete all forms related to hiring, including Erie's application and employment status. Must provide three letters of recommendation. In addition, must complete all DCFS

licensing forms, including a criminal background check, fingerprinting and a child abuse and neglect background check

**Compensation Range: Commensurate with experience, plus excellent benefit package.**

---

**Please forward resume, cover letter, and list of three professional references by Tuesday, August 20, 2019**

**to:**

Gloria Razo

Staff Development Manager | Human Resources

Erie Neighborhood House

1701 W. Superior St.

Chicago, IL 60642 **send via**

**Email: [resumes@eriehouse.org](mailto:resumes@eriehouse.org)**

**NO TELEPHONE CALLS PLEASE!**

**ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER**

**ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION**

**RECOGNIZED BY THE DEPARTMENT OF JUSTICE**

**UNITED WAY MEMBER**