



Ross County Community Action Commission, Inc.
250 N. Woodbridge Avenue • Chillicothe, Ohio 45601
Telephone: (740) 702-7222 • Fax: 740) 702-7220

ROSS COUNTY CAC – HEAD START

Job Title: Child & Family Advocate
Wage: \$13.08- \$14.24
Working Hours: 40 hours per week
Supervisor: Family & Community Partnership Manager
Class: Non-Exempt

Qualifications:

1. Preferences: (in order of preference).
 - a. Early Childhood, Social Work, or Case Mgt. Education (Bachelor Degree)
 - b. Early Childhood, Social Work, or Case Mgt. Education (Associate Degree)
 - c. High School Diploma and at least two years' experience in working with preschoolers and their families
 - d. High School Diploma or GED
2. Must be able to handle confidential information.
3. Must be familiar with community resources.
4. Must be physically capable of working with young children including: the ability to lift forty (40) pounds, see and hear children at all times.
5. Must be insurable under the agency's insurance policy.
6. Must provide the agency with a copy of his/her personal vehicle insurance verification.
7. Must give Ross County CAC permission to obtain Motor Vehicle Record.
8. Must adhere to all agency safety policies and procedures; training will be documented in personnel file.
9. Ohio Department of Job and Family Services Licensing requirements:
 - a. 15 hours related training per year up to 45 hours or a CDA.
 - b. Three personal references (on specified form).
 - c. Signed non conviction statement (on specified form).
 - d. Signed physical exam including a TB test and clean drug screen by the first day of employment (on specified form).
 - e. Required to give permission to obtain a copy of any arrest or conviction record through the Bureau of Criminal Identification and Investigation and FBI.

Job Description:

1. Complete the Family Needs Survey and Family Partnership Agreement (FPA) process with families within the specified time frame and enter into Child Plus.
2. Assist the Health Manager in coordination of care for children on their caseload. Emphasis shall be placed on ensuring that all required immunizations are up-to-date, physical and dental exams and any follow-up service are completed in a timely manner.



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3. Assist parents in arranging transportation to and from appointments, as well as in locating child care if needed.
4. Provide other support if necessary to ensure all appointments are kept, including transporting families themselves.
5. Educate parents on the importance of prevention, early intervention and well child care. Encourage parents to provide the program documentation of well child care visits and prenatal visits.
6. Read and assist in writing the Education and Child Development Program, Health Services, and Family and Community Engagement Service plans.
7. Participate in completing the annual program self-assessment.
8. Capable of using discretion with other professionals in keeping children's information confidential.
9. Responsible, along with other staff, for keeping the classroom in a clean and orderly manner.
10. Assist in organization of transition to kindergarten
11. Distribute important information to families, keeping communication open at all times.
12. Encourage and involve parents in becoming effective participants in the educational process.
13. Organize and maintain a daily log of volunteers and have required in-kind form signed.
14. Have a thorough knowledge of center rules and act as a role model for volunteers.
15. Work cooperatively with all Head Start personnel and maintain a positive attitude.
16. Follow-up and support the social service needs of families and record all follow up and contact information in Child Plus.
17. Responsible for the safety of all children in the room when assisting in the classroom.
18. Perform all job duties to ensure program will remain in compliance with all Federal and State Performance Standards, Department of Education Rules and Regulations and Dept. of Job & Family Services Regulations and Head Start Act.
19. Assist with the implementation of food service as required by CACFP, Head Start Performance Standards and local health regulations. Duties include, but are not limited to, serving meals, maintaining accurate attendance and meal counts, monitoring special diets, and obtaining CACFP Enrollment Forms.
20. At the discretion of the Head Start Director, the Child & Family Advocate shall attend meetings, seminars, and conferences and shall share that information with other staff.
21. Attend meetings, conferences, and training sessions related to the duties of this position.
22. Adhere to all agency safety policies and procedures.
23. Perform any and all other tasks as directed by Supervisor

Employee

Date

Supervisor

Date