**Richland County First Steps**

**Position Description**

**Job Title:** Family Support Advocate (FSA) - Bilingual

**Strategy:** Family Strengthening

**Reports to:** Family Strengthening Coordinator

**Work Schedule:** mostly Monday-Friday, 8am-5pm, some nights and weekends

**Exempt:** No

**Full-time:** Yes

**Qualified for Benefits:** Yes

<https://richlandfirststeps.bamboohr.com/jobs/>

**Job Summary**

This position provides home-based services to pregnant women and families with children aged zero to three in the Columbia are or zero to three in their native Spanish language. The role must implement all Head Start Program Performance Standards, First Steps Parents as Teachers (PAT) Program standards, as well as standards set forth by local and state agencies with oversight of program.

This position will work within the framework given to ensure that all activities are grounded in positive, ongoing, and goal orientated relationships with families. Outcomes may include family well-being, parent-child relationships, families as life-long educators, families as learners, family connections to peers and community and families as advocates and leaders.

**Essential Functions**

(*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

1. Treat Head Start participants, community members and fellow staff with positive regard as defined in Head Start’s mission statement.
2. Understand and follow both Head Start Performance Standards and First Steps PAT Program Standards.
3. Provide child development, parent education, case management and family support to expectant families and children aged zero to three, through weekly home visits or virtual visits of 90 minutes each.
4. Provide all required documentation in a timely manner, which may include weekly visit logs, child assessment and screening information, activity reports and more.
5. Input accurate and complete data for all families into proper databases.
6. Establish transition plans for each child/family based on age.
7. Maintain caseload of 12-15 families at all times.

**Other Duties/Responsibilities**

1. Create, maintain, and break down comprehensive binders for each family.
2. Participate in weekly reflective supervision.
3. mileage in written or electronic format.
4. Provide linkage to other community resources that support high-risk families served through the program including medical home, counseling, community assistance, employment, and training. Follow-up with families and agencies as appropriate to document use/success of referral.
5. Assist in coordination of activities for families to include family literacy, social and educational events, and facilitate parent involvement in community activities (activities may include socializations, parent meetings, parent trainings).
6. Promote parent participation in all parts of the program.
7. Participate in regular staff meetings, staff training programs, personal professional development, and accept the responsibility for aiding the development of positive team relationships.
8. Promote effective communication between staff and parents and provide for a regular system of communication of program information and activities to parents.

**Minimum Requirements**

1. Fluent in Spanish. Can read, translate, write, and speak accurately.
2. Hold at least an associate degree in early childhood education or a closely related field.
3. Experience working with infants, toddlers, and families with varied educational, socio-economic and cultural backgrounds.
4. Knowledge of and ability to work with a variety of community resources.
5. Good documentation skills in all forms (electronically, verbally, written).
6. Excellent written and verbal communication skills.
7. Ability to establish rapport with all assigned families.
8. Must be able to model positive parenting behaviors.
9. Ability to motivate and support others towards achieving goals.
10. Ability to work independently with strong sense of focus, task-oriented, nonjudgmental and

open personal qualities.

1. A strong sense of and respect for confidentiality involving both clients and fellow

employees.

1. Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate.
2. Must have reliable transportation.
3. Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry).

**Essential Mental Functions**

* Ability to work with families in crisis situations, guiding them according to program policy.
* Ability to prioritize tasks and maintain boundaries, especially as it relates to assigned families.
* Ability to speak before groups (parent committees, parent trainings).
* Ability to organize and present correct information and answer questions effectively.
* Effective listening and observation skills

**Essential Physical Functions**

* Ability to lift 40 pounds.
* Must be able to regularly kneel, bend, and sit on the floor to attend to children’s needs.
* Ability to move quickly in order to respond to children who are very active.
* Must be able to sit for periods of time, as much time is spent driving to weekly home visits for all families. Many homes are in outlying areas (Richland County only).

**Equipment/Databases Used**

* Equipment: Computer, Zoom, MS Teams
* Database(s): ChildPlus, BambooHR (training provided for all)

**Curriculum, Screening & Assessment Tools Used (training can be provided for all)**

Curriculums: Parents as Teachers, Partners for a Healthy Baby, Conscious Discipline

Screenings: Life Skills Progression, Ages & Stages

Assessments: Keys to Interactive Parenting Scales, Hawaii Early Learning Profile