

## SANTA MARIA COMMUNITY SERVICES, INC.

- Job Title:** Promoting Our Preschoolers Bi-Lingual Family Advocate
- Accountable to:** Promoting Our Preschoolers Supervisor
- Objective:** To provide intervention to at risk preschoolers to succeed in kindergarten, using Parents As Teachers (PAT) curriculum in regular home visits to families, insuring access to child development resources, preschool programs and kindergarten programs.
- Qualifications:**
- Bachelors degree required in early childhood development, social work, education, nursing or related field.
  - Knowledge of maternal/child health and principles of child abuse and neglect and parenting.
  - English/Spanish fluent a plus.
  - Experience working with families and children required; home based experience a plus.
  - Excellent documentation skills.
  - Training and experience in counseling and/or child development.
  - Knowledge of community resources.
  - Ability to work independently with strong sense of focus, task-oriented, non-judgmental, open personal qualities, clear sense of boundaries.
  - A strong sense of and respect for confidentiality involving both clients and fellow employees.
  - Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
  - Ability to legally operate a motor vehicle and provide own transportation.
- Responsibilities:**
- Comply with all Santa Maria and Parent As Teachers policies, procedures, and guidelines.
  - Participate in Parents as Teachers (PAT) curriculum training, Denver II, and all other ongoing training as required.
  - Recruit and maintain caseload involving intensive home visitation.
  - Achieve funding mandated goals with families and children enrolled in the program.
  - Family Support Workers must be available a minimum of 2 evenings per week for home visiting if families are unavailable during the day.
  - Home visit records and client contact sheets must be completed and submitted weekly at minimum or as program and policies change.
  - Advocacy for families will include having a working knowledge of their parents' rights within the school system and IDEA laws for children who have special needs. This may include participating in IEP meetings.
  - Connect families with needed and available community resources.

Research and access available early child development, literacy, communication resources for at risk preschoolers.

Build and maintain good working relationships with local preschool and kindergarten programs and their staff.

Comply with assessment/screening tools according to grant expectations.

Provide creative outreach prior to the family being discharged from the program. Provide regular follow up to families of program participants in kindergarten.

Utilize *Parents as Teachers* (PAT) Personal Visit Plans designed for parents based on development age of the children.

Role model healthy interaction with child.

Prepare and Co-facilitate group activities.

Establish and maintain caring and consistent relationships with families through a non-judgmental attitude.

Maintain confidentiality of families at all times. Discussing the circumstances of families should only occur in supervision, case conferencing, or in consultation with another professional. All files are to remain in a secured area of the office.

Come prepared and participate in weekly supervision, case conference, and team meetings.

Assist with promotion, marketing and publicizing program such as presenting information about the program or SMCS and writing articles for agency newsletter.

Participate in regular staff meetings, staff training programs, supervisory sessions, and accept the responsibility for aiding the development of positive team relationships as requested.

Adhere to agency policy, procedures and the professional code of ethics.

Other duties as assigned by supervisor.

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Please submit Resume to:

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