

COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

POSITION DESCRIPTION

TITLE: Family Advocate

Purpose: To provide weekly planned home visits and twice-monthly socialization experiences to each pregnant women, infant, toddler, and their families enrolled in the Early Head Start program incorporating all aspects of required services and native culture and language.

Responsibility:

This is a village position offering Early Head Start services to pregnant women, infants, toddlers, and their families according to Early Head Start Performance Standards and procedures developed by CATG including cultural aspects, native language, and elder involvement. Family Advocates will be expected to develop a village based program to meet the unique needs of children and families in their community.

Responsibilities:

Education and Training

- Obtain Infant/Toddler CDA through courses set up by UAF.
- Attend Elders' Academy curriculum workshops as scheduled.
- Attend employment orientation and in-services.
- Attend all other workshops and trainings as assigned.

Home Visiting and Socialization

- Recruit and enroll families with pregnant women, infants, and toddlers for enrollment in the program and ensure that all required data is collected and recorded.
- Provide weekly, planned, 90-minute home visits with a minimum of 32 visits per year.
- Provide group socialization experiences twice a month for families and the communities for a minimum of 24 socializations per year.
- Collaborate with the management team to collect all required data and provide services.
- Maintain all child and family records and information in a professional and confidential manner.
- Maintain program documentation and make periodic reports as required.
- Assist and support parents as they plan and hold monthly parent committee meetings.

Other

- Participate in learning and sharing Athabaskan culture and tradition.
- Participate in local village coalition meetings local school representatives, and prevention workers.
- Advocate and expand additional needs in the community for young children and their families.
- Ability to work well alone as well as with others.
- Travel to villages.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

KNOWLEDGE, SKILLS AND ABILITIES:

Foundation Skills:

- Excellent reading, writing, math, listening and speaking skills.

Thinking Skills:

- Demonstrates excellent critical thinking, decision making, problem solving and reasoning skills.
- Ability to read, interpret and apply a wide range of information and policies.

Technology Skills:

- Excellent computer skills including working experience with Word, Excel, Access, PowerPoint, Publisher, Movie Maker software and organizational software tools.
- Excellent technology skills including troubleshooting daily computer issues, using multiple media communication tools, use transcribing machines, copies, printers, FAX machines and other equipment.
- Skill in operating word processing equipment with a minimum typing speed of 60 wpm.

Interpersonal Skills:

- Establish and maintain effective and professional working relationships with other employees, public and private officials, and the general public.

Qualifications:

- Preferred: BA in Education
- High School diploma or GED.
- Previous experience working with young children, parents or other adults
- Enroll in a related degree program and complete.
- Prior to employment, must have:
 - Physical examination and current negative TB clearance
 - Three letters of recommendation
 - Criminal records search release
 - Health history
 - Drug test in accordance with CATG Policy
- Under authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

Location: Yukon Flats Villages
Supervision: Early Head Start Program Manager
Classification: Half time/Full time dependent on village site
Benefits: Eligible employees will receive benefits for 10 months
Salary: CATG scale

Signature

Date