



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement
Head Start Family Advocate/Social Worker

Rocky Mountain Development Council, Inc.'s Head Start Program is seeking applicants for the position of a full time 40 hours per week, 43 weeks per year Family Advocate/Social Worker. The hourly rate is \$17.05 per hour plus Rocky's generous benefit package: health/dental/ vision/life insurance, paid holidays, sick and vacation leave and retirement plan. In light of the current COVID-19 outbreak, the Teacher may need to demonstrate flexibility with work schedules and other Head Start workplace expectations.

This position assists in carrying out Family & Community Partnerships policies and procedures and integrates parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. Family Advocates work in partnership with families to establish family goals, serving as child and family resource and referral, parent engagement and developing partnerships with community agencies.

Duties and Responsibilities:

- Establishes a relationship of trust and rapport with the parents/guardians of the children and treats them with respect.
- Document efforts to assist families in identifying their strengths, needs, and sufficiency goals; track family partnership agreements and outcomes; record and monitor referrals for support services.
- Conduct home visits to facilitate family partnership agreements and assist families in achieving identified goals in coordination with any other community supports and identified plans the family may have.
- Educate parents to the importance of regular school attendance and follow-up to support families to promote regular attendance
- Support parent(s) as their child's most important teacher and engage families in their children's education.
- Implement program goals including school readiness goals.
- Coordinate with Head Start parent committees and staff to promote parent engagement in the program as a classroom visitor, volunteer, employee, and/or participant in family events.
- Promote effective community support for families by coordinating and advocating for services with community partners.
- Develop a working knowledge of community resources. Partner with community agencies and stay informed of service delivery updates.
- Keeps current on information that pertains to the needs of the children and families in the program and makes appropriate referrals.
- Support families through the Individual Education Plan (IEP) process
- Assist families in transitioning in and out of the Head Start Program.
- Works as a partner and meets regularly with the assigned classroom teachers.
- Coordinate with center staff to ensure family and community volunteerism.
- Conduct activities to complete child health and safety objectives; follow-up with parents to ensure compliance; report any health concerns and conduct follow-up on health related referrals as requested by the Health Manager.
- Advocates for Head Start in the community.
- Maintains strict confidentiality with respect to Head Start children, families and staff.
- Attends all required training and workshops.

Page 1 of 2

Minimum Qualifications:**Knowledge of:**

- Knowledge of the principles and practices of social work and human behavior.
- Effective family strengthening practices within low-income and at-risk families.
- Knowledge of human development and mental health.
- Knowledge of social services and mental health resources available in the community.
- Understanding and adherence to, the state and federal policies and procedures pertaining to child abuse and neglect.

Ability to:

- Know, understand and implement the requirements, policies and procedures of Rocky Mountain Development Council and the Head Start Program.
- Communicate effectively verbally and in writing.
- Exercise professional judgment in decision making.
- Establish and maintain respectful, effective working relationships with staff, children and parents, and community partners.
- Keep all information on families strictly confidential.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in social work or a related human service field and three years of experience working with people living in poverty. Willing to continue education as suggested or required by the program.

Prior to hiring:

- current MMR and Td/Tdap (within past ten years) immunizations,
- a Tuberculosis Screening/Risk Assessment, and
- current valid Montana driver's license is required.

Prior to hiring and every five (5) years thereafter:

- an FBI and State of Montana criminal history record including fingerprint checks,
- a sex offender registry check, and
- a child protective services check.

Prior to employment and then as required by individual's Health Care Provider:

- an Employee Health Form signed by individual's Health Care Provider verifying they do not, because of communicable diseases, pose a significant risk to the health and safety of the children.

Must have a valid driver's license, clean driving record, reliable vehicle, current liability insurance, and be insurable on Rocky's motor vehicle insurance.

Application Process:

Applicants must submit a signed and completed Rocky application, resume, and letter of interest. Applications are available from Rocky and www.rmhc.net. Incomplete application materials will not be processed. Completed application packages must be received by the Rocky Human Resource Office, 200 South Cruse Avenue, Helena MT 59601 or P O Box 1717, Helena 59624. While this position is open until filled, applicants are encouraged to turn their application materials in by 5:00 PM, Monday, June 15, 2020. EEO