



Job Title: Disability Family Advocate

Employment Status: Full Time; Salary-Exempt

Salary Classification: Disability Family Advocate

Summary of Job:

The Disability Family Advocate position has been created in response to the needs of families currently enrolled with ELNC programs. They should have an extensive knowledge of the special education system and working with children who meet specific eligibility criteria for additional developmental and social emotional services.

The primary role of a Disability Family Advocate is to empower families by partnering with them to advocate for their child's developmental and social emotional goals.

Direct Staff Supervised:

None.

Directly Supervised By:

Director of Family Engagement

Other Key Relationships:

The Disability Family Advocate will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Develop and maintain trusting relationships with families
- Create a parent lead special education process to ensure families are empowered to become change agents for their children and with the school system.
- Provide families community resources with children who have a disability concern, demonstrate a developmental delay, and children with diagnosed disabilities as identified by the Early Head Start Health Nutrition and Disabilities Manager.
- Ensure support for families through data tracking, completing referrals, identifying needed referral services IFSP/IEP, reviewing add-forms and applications for missing health requirements, completing PIR report, etc.
- Support families with services such as Early On or local school district (knowledge of various school districts in Kent County) from the referral through transitioning into Kindergarten including the transition from an IFSP to an IEP should services be determined to continue.
- Act as a parent advocate in each meeting regarding child's diagnosis including when a child fails their Brigance and/or ASQ-SE, parent-teacher conferences, review and renewal meetings, etc.

- Have familiarity with all the Positive Child Guidance Plans implemented by Arbor Circle and maintain in communications with parents/guardians to empower parents as a child's first and best teacher
- Promote child and family well-being through parenting education, support groups, and advocacy
- Attend Highscope, TLC, and PLC trainings and meetings
- Ensure that all plans related to the family are culturally responsive and reflect the combination of parent and teacher expertise
- Review on a monthly basis children's individual lesson plans and determine environmental connections that can be incorporated at home to support developmental progress i.e. Home Links
- Determine eligibility through medical insurance for resources related to SSI, transportation etc.
- Ensure all families enrolled in the program maintain medical insurance coverage.
- Demonstrates expertise about the services families are eligible to receive through Medicaid and other insurance providers including physical therapy, occupational therapy, speech-language pathology, and mental health services, early intervention, and school based services.
- Review the Basic Needs Assessment and Social Capital Inventory to see identified needs and barriers impacting the child's ability to meet developmental and behavioral goals.
- Provide classroom support for 1-2 hours per child each month to observe individual lesson plans, positive guidance plans, etc. and analyze additional resources or education to provide to the parents/guardians.
- Disability Family Advocates utilize the ChildPlus database system to track, analyze, and monitor family interactions. Data must be entered in a timely and accurate manner.
- Work with teachers and site directors to monitor and identify child behavioral patterns or activity that suggest environmental concerns; create plan(s) of action to address concerns
- Review all health documentation including health appraisals, asthma plans, lead screening results, hearing and vision screenings etc. to determine preventative health resources needed
- Build community relationships to enhance ELNC's ability to provide the most comprehensive and quality early childhood education services.
- Actively assist in annual recruitment activities for all programs.
- Actively assist with administrative duties relating to registration and enrollment by completing registration forms, identifying needed forms for application packets, and ensuring application packets are complete.
- Adheres to all ELNC Family Coach Standard Operating Procedures
- Adheres to all guidelines contained in ELNC's Employee Handbook

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the

desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle for mediocrity.

Knowledge's, Skills, And Abilities

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Empowerment, empathy and compassion
- Ability to work well with others in a team approach
- Skilled in the use of automation software and related equipment
- Ability to communicate effectively, both orally and in writing

Minimum Required Education and Experience:

- Experience working as a paraprofessional, special education teacher, early childhood education, behavioral sciences, etc. 2 years of experience in the above fields.
- Previous experience working with culturally diverse clientele (minimum 2-3 years)
- Flexible schedule
- Own transportation required

Preferred Education and Experience:

- Special Education Paraprofessional, Early Childhood Special Education Teacher, Early On Early Interventionist, Early Childhood Special Education Coach, etc

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed before your employment is final.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects

Early Learning Neighborhood Collaborative is an At Will Employer.

EEO/AA

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the

employee. Comment:

Supervisor: _____ **Date:** _____