

The Childrens Playhouse

The Family Advocate

Goals

- **The Family Advocate is responsible for working with families to help them realize their self-sufficiency goals while engaging families in their child/ren(s) learning activities and serves as the link between families and teaching staff.**

Key Responsibilities

- Conducts daily attendance, contacts absent children's families on a daily basis, and enters attendance case notes in Childware System and Procure before 10am the day of.
- Maintains intake procedures for new fiscal year following H.S and Pre-K counts poverty guidelines.
 - Subsidy Redetermination: Aids with redetermination of subsidies and ensure the process is completed smoothly and in a timely fashion. Remind parents of situations that must be reported that can impact poverty guidelines.(changes in income, family size, etc.)
 - Enrolling new children who qualify for the program following fiscal year poverty guidelines.
- Health interview and support: Secures information for the health review interview and audits.
- Develop Family Partnership Agreements:
 - Assisting the families in identifying and establishing goals (e.g. educational and family goals) and identifies tools and resources available to facilitate attainment of goals.
 - Maintains a close working relationship with each family to support and assist families in pursuing their goals.
 - Documenting all FPA contracts in the Childware system under child's case notes.
- Attend monthly Family Partnership meetings with the Mayor's Office of Education.
- Attend monthly audit meetings with PHLprek Contract Specialist.
- Arranging and Attending monthly parent meetings.

- Keeping record of meeting minutes, attendance and future meetings.
- Arranging and facilitating all fundraising activities for PHLprek.
- Updating information boards and providing families with written resources.
 - Help families secure resources such as TANF, LIHEAP and medical assistance.
- Maintain a “Family Resource” binder with all resources provided to families on a monthly basis.
- Collect all Parent Volunteer data and submit volunteer data online.
- Submitting data monthly to the PHLprek program or MOE.
- Maintaining CPH attendance regulations and meeting with families who are falling behind.
- Reporting suspected child abuse/neglect immediately to director than DHS.
- Serve as an ambassador to Children’s Playhouse and promote the organization to job sites and other community venues.
- Serving as a liaison between families and teaching staff.
- Provide translation to ESL families

Educational Requirements

To meet the requirements, family services staff could have one of the following:

- Current credential or certification in social work, human services, family services, counseling or a related field
- or a Degree in social work, human services, family services, counseling, or a related field.
- Must have two years of experience working in social work and families

Salary and Benefits

Full-Time

3

Benefits include: Holiday Pay, Personal Time off (PTO), Sick Time off, Medical, Dental, Paternity/Maternity pay, and childcare discounts.