



**Rocky Mountain SER has been satisfying Colorado's diverse employment, training, and educational needs since 1980. Rocky Mountain SER (RMSER) is a grassroots community based organization established in 1980. Since its inception, RMSER has provided quality educational, employment and training services to over 50,000 unemployed, economically disadvantaged and underemployed individuals. Currently, RMSER serves more than 3,000 low-income and disadvantaged families annually through its Head Start, Workforce Training, Migrant Farm worker, and Youth and Community programs.**

We are seeking a **Family Advocate** for our program. This position is a regular **Full-Time, Year-Round** position located in Fort Garland and San Luis, CO. This position is eligible for benefits following the plan eligibility requirements; medical, dental, vision, and supplemental benefits, 401k, as well as a generous paid time off allowance.

#### **POSITION SUMMARY**

This position is responsible for eligibility determination, enrollment, monitoring and analyzing attendance for the Agency's early learning programs. This position is also focused on family engagement and support services for our families and children.

#### **DUTIES & RESPONSIBILITIES**

- Participates in planning and implementing a team based, multi-cultural plan to attract and recruit families that can benefit most from the early learning services provided by RMSER's program.
- Responsible for the proactive promotion of RMSER's programs and actively participates in community outreach tasks and functions that promote child enrollment and recruitment processes (ERSEA) according to the Agency's recruitment plan.
- Completes on-line enrollment application using the Agency's designated database.
- Scans and enters all family and child information including but not limited to, income, Early Periodic Screening Diagnostic and Treatment (EPSDT), Ages & Stages Questionnaires (ASQ's) and/or Parents Evaluation of Development Status (PEDS) into the Agency's designated database.
- Develops and maintains a waiting list and enter into the Agency's designated system.
- Responsible for completing the Add/Drop/Transfer (ADT) form and submitting to appropriate party for entry and tracking.
- Collaborates with teaching staff to monitor children's attendance and follows the Agency's established Attendance Procedures to actively reach out to families and document in the Agency designated system when attendance issues arise.
- Completes required data collection, verification of data on eligibility and record retention and incomes based upon all regulations states in the Head Start regulations CFR 1304.4 and 1304.4. Documentation and records pertaining to eligibility and income verification are retained based upon Head Start regulations 1304.4.
- Attends and actively participates in weekly Family and Children meetings to discuss status.



- Attends and actively promotes and participates in parent meetings and family committees.
- Empowers versus enables families while maintaining appropriate Family and Agency boundaries.
- Collects reviews, enters and scans Individualized Education Plan (IEP) and Individual Family Service Plan (IFSP) and information for their assigned classroom(s).
- Provides advocacy and support for the family in the comprehension of IEP's and IFSP's.
- Knowledgeable of all regulations that impact ERSEA, including but not limited to Head Start regulations CFR 1304.1 – 1304.5.
- Collaborates with the families to develop Individualized Family Partnership Agreements (IFPA).
- Promotes family engagement activities in collaboration with center staff to ensure IFPA goals incorporate school readiness goals.
- Promotes family retention by identifying and addressing barriers.
- Collaborates with community partners to ensure the provision of appropriate resources for families.
- Assess, monitors, evaluates and documents each family's status and needs, including but not limited to, progress of goals, crisis intervention, referrals, needs identification, follow-up, etc.
- Serves as a positive role model for families and actively promotes a positive early learning experience.
- Responsible for conducting home visits for families on a regular basis based upon regulation and Agency standards.
- Ensures ongoing monitoring of children health status.
- Assists in the screening and assessing children using the approved screening and assessment tools based upon head start and child care licensing regulations.
- Collaborates with contracted providers to ensure appropriate on going care for the mental, physical, emotional health needs for children including but not limited to screenings, exams, follow-up, referrals and/or treatment are completed in a timely manner.
- Generates Record of Meals Served (ROMS) weekly from the Agency's designated system and provide to classroom staff for completion and verification.
- Generates Master Roster monthly from the Agency's designated system and utilizes to verify student additions and drops.
- Demonstrates responsible, nurturing and professional behavior at all times.
- Maintains confidentiality in regard to staff, children, family and community information.
- Participates in a team based approach in the identification, generation and tracking of in-kind.
- Demonstrates commitment to mission, core values and policies in the performance of daily duties.
- Ensures the safety and security of children at all times in accordance with Head Start and Child Care Rules and Regulations.
- Actively complies with all federal, local and state regulations that pertain to Head Start, Licensing, and other relevant standards.
- Must be able to fulfill role as mandated reporter and follow all rules regarding identification and reporting of possible child abuse and neglect.
- Builds a positive rapport with children, families, team members and volunteers.
- Seeks out continued professional development opportunities so as to keep skills, methods and knowledge of family engagement and support services current and relevant.
- Proactive awareness of required trainings for their position and actively participates in all required trainings.



- Performs other relevant duties as required.

### **EDUCATION REQUIREMENTS**

- Bachelor's Degree in Social Work, Social Sciences, Human Services, or a related field OR Associates Degree in Social Work, Social Sciences, Human Services, or related field and 3 years case management/human services experience OR Family Development Credential (FDC) and 5 years case management/human services experience.

### **EXPERIENCE & SKILL REQUIREMENTS**

- Minimum of 3-years working with families in a social work, human services or related field.
- Must be people oriented and demonstrate compassion, professionalism, teamwork and positive attitude.
- Must have the ability to travel within the communities at least 70% of the time. This includes, but is not limited to, driving and walking throughout the communities to recruit and speak with potential families for our program.
- Must be able to work flexible hours and work adjusted schedules to coordinate and attend Agency functions after hours and/or on a weekends for functions related to ERSEA, family engagement, children events, and other events that benefit children and families in the community.
- Must be physically able to provide one to one home visits and conduct independent and joint recruitment activities.
- Must have experience with accurately documenting and case noting family and child information.
- Ability to understand and strictly adhere to the strict confidentiality and maintain boundaries.
- Must have excellent communication skills (i.e.; read, write, and understand written and oral communications).
- Must have a minimum of Intermediate knowledge and demonstrated application of technology and systems such as MS Word, Excel, email and case noting systems required.
- Knowledge and awareness of Head Start Act, Head Start Performance Standards, and Child Care Center Rules and Regulations.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to fulfill role as a mandated reporter and follow all rules regarding the identification and reporting of possible child abuse and neglect.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Ability to accurately perform mathematical functions and perform simple to complex calculations for the determination of family income and eligibility.
- Ability to multi-task and prioritize.
- Must have strong organizational and time management skills.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.



## **SCREENING REQUIREMENTS**

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required by their physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results within 30-days of employment.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. A criminal record check and background record check (via database of confirmed child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position will be required to be very mobile via walking and/or driving travel throughout the state and/or their assigned areas to recruit, receive training and/or attend Agency meetings and conferences.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud.

While outside doing recruitment activities the environment could vary greatly based upon weather conditions (hot, warm, cold and wet conditions). Recruitment activities will involve working outdoors (city, rural and farm communities), indoors, and in varied environments and weather conditions.



### **STATEMENT OF UNDERSTANDING**

*This job description is a general description of essential functions. It is not intended as an employment contract. It is not intended to describe all duties that someone in this position may perform. All employees of Rocky Mountain SER/Jobs for Progress, Inc. are expected to perform tasks as assigned by management regardless of job title or routine job duties.*

**RMSE is an Equal Opportunity Employer**

**To Apply: Please send resume, cover letter, and salary expectations to  
[resumes@rmser.org](mailto:resumes@rmser.org)**