



## COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

P.O. Box 33

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[www.catg.org](http://www.catg.org)

### **TITLE: FAMILY ADVOCATE**

#### **JOB SUMMARY**

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.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

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.

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.

Participate in learning and sharing Athabascan culture and tradition.

Participate with local village coalition meetings local school representatives, and prevention workers.

Advocate and expand to meet additional needs in the community for young children and their families.

Strive to work with little to no supervision as well as maintaining relationships with others.

Honor the ideals and principles of the NAEYC Code of Ethical Conduct

Performs other duties as assigned.

#### **KNOWLEDGE AND SKILLS**

Knowledge of policies, procedures, capable of interpreting, reading and analyzing wide range of information.

Knowledge of presentations and public speaking.

Knowledge and experience in child development

Knowledge and understanding in the Adult Learning Principles

Knowledge and understanding in the Early Learning Principles

Skill in oral and written communication.

Skill in critical thinking, decision making, problem solving and reasoning.

Skill in Microsoft word, Excel, Access, PowerPoint, Publisher, Movie Maker software, and organizational software tools.

Skill in troubleshooting daily computer issues, using multiple media communication tools, use transcribing machines, copier, printers, FAX machines, and other equipment.

Skill in operating word processing equipment with a minimum of 60 WPM.

Skill in establishing and maintaining effective and professional working relationships with other employees, public and private officials and the general public.

### **MINIMUM EDUCATION QUALIFICATION**

High school diploma or GED equivalency

Must obtain 120 credits hours in ECE (Early Childhood Education) after hire.

### **MINIMUM EXPERIENCE QUALIFICATION**

Non-Supervisory- performing general duties similar to those in this description. An equivalent combination and/or training may be substituted for experience.

Previous experience working with young children, parents or other adults

### **ADDITIONAL REQUIREMENTS**

Attend Elders' Academy curriculum workshops as scheduled.

Attend employment orientation and in-services.

Attend all other workshops and trainings as assigned.

Travel to villages is required.

Prior to employment, must have:

- Physical examination and current negative TB clearance
- Criminal records search release
- Health history
- Drug test in accordance with CATG Policy

### **OTHER**

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.

<b>Title:</b>	<b>Family Advocate</b>
<b>Location:</b>	<b>Arctic Village, AK</b>
<b>Supervision:</b>	<b>Early Head Start Program Manager</b>
<b>Classification:</b>	<b>Regular full time w/Benefits</b>
<b>Salary:</b>	<b>DOE</b>
<b>FLSA:</b>	<b>Non- Exempt</b>
<b>Approved Date:</b>	<b>October 12, 2015</b>
<b>Position Closes:</b>	<b>December 12, 2018</b>
<b>Contact:</b>	<b>Andrea Thomas, CATG HR Manager</b>
	<b>907-662-7534</b>