



**CAPE Inc.**

Community Association for Preschool Education  
3095 Independence Drive, Bldg. B, Suite A, Livermore, CA 94551



---

## **Family Advocate/Teacher**

Family Advocates work collaboratively as part of an integrated service team to assist enrolled families in the development of Family Partnership agreements and to provide comprehensive, integrated services in the areas of child development/education, health, mental health, nutrition, parent involvement, social services and disabilities services.

In addition, this Family Advocate will also provide classroom coverage for teachers at times. Please see the responsibilities listed after the Family Advocate responsibilities.

The Family Advocates responsibilities include, but are not limited to the following:

### **Family Partnerships**

- Meet with families regularly to establish a positive and supportive relationship
- Support families in the identification of family strengths and needs and in determining family goals
- Inform families of and refer them to available community resources in the areas of social services, health, mental health and career development. Follow up on referrals to assure delivery of services
- Serve as a resource for CAPE parents, informing, counseling and referring through conversations at school, over the phone, on home visits or in the office
- Assist families in completing Family Assessment & FPA's
- Assist in enrollment of eligible children
- Participate in regular case management meetings
- Follow up on issues identified at case management meetings
- Provide written reports to Program Services Manager
- Follow up on child absences per absence policy
- Serve as an advocate for families with community agencies, helping them access resources
- Assist with arranging or provide transportation to appointments when necessary
- Document referrals, family contacts and home visits utilizing Child Plus/Contact Logs
- Conduct home visits with enrolled families as necessary.
- Confer with site staff and Support Services Manager regarding suspected child abuse, and assist in making the report to Child Protective Services if required.
- Maintain classroom bulletin boards and parent resource centers

### **Nutrition**

- Work with family to complete Nutrition Assessment

- Obtain a CCFP application from each family and income verification
- Make necessary nutrition referrals, i.e. WIC after consulting with Nutrition Consultant

### **Health**

- As directed: request needed medical and dental records from providers and refer to providers for necessary services or follow up. Assist family with scheduling and coordinating appointments
- Work with families to complete Health History
- Assist with arranging transportation to appointments or provide when necessary
- Follow up and track referrals to ensure delivery of services including data input into Child Plus
- Provide health education to parents on home visits, at preschool sites, at center parent meetings and at parent education meetings
- Attend meetings, workshops and health related trainings as requested or appropriate
- Ensure that all required screenings are performed with required time frame
- Assist with the Health Fair

### **Mental Health**

- Provide referrals for counseling or therapy and document in Child Plus as necessary
- Assist families with arranging transportation or provide transportation to appointments
- Follow up on referrals to ensure delivery of services
- Provide crisis intervention
- Assist with preparation for parent support or education groups

### **General Responsibilities**

- Attend all staff meetings and trainings as required or requested
- Assist in all major CAPE events
- Assist in maintaining children's case files
- Continue career development through classes, workshops, etc.
- Participate in regularly scheduled group supervision

**TEACHER:** The Family Advocate/Teacher will also work with children individually, and in small and large groups as part of the cooperative classroom team, assisting them in building confidence and increasing self esteem.

**Family Advocate/Teacher will assist with the following responsibilities when providing classroom coverage:**

- Carry out the goals, policies, procedures and activities designed to implement CAPE, Inc. educational objectives, Head Start Performance Standards and CDE Regulations
- Implement and plan a developmentally appropriate, emergent, anti-bias curriculum, obtaining input from parents and other staff which includes aspects of all relevant Head Start State Preschool components
  - In collaboration with other staff and parents, develop and prepare lesson plans

- Conduct effective circle time
- Maintain a stimulating developmentally appropriate classroom environment
- Conduct assessments on all children
  - Develop individual development plan for all children
  - Conduct and record ongoing observations of children
  - Participate in evaluation sessions to review children's progress and needs and revise and update curriculum
  - Compile and maintain a portfolio to demonstrate growth and development of skills for each child
- Observance and application of safety practices at all times

**Additional Responsibilities include but not limited to:**

- Maintain effective and professional relationships with enrolled families
- Encourage parent involvement in all phases of the program
- Ensure that snacks and meals are served “family style” with an adult seated at the table with children
- Ensure proper storage of food on daily and weekly basis
- Ensure that children with exceptional needs are fully included in all program activities
- Adhere to child abuse reporting requirements
- Maintenance and upkeep of the classroom, the children and the site
- Meet food handling and safety requirements
- Diapering and toileting children
- Effective classroom management

**Qualification Requirements**

**Education**

- Associate degree (minimum) in Early Childhood Education, Social Work, Psychology or related field
- Teacher permit; Child Development permit/Associate Teacher permit with infant toddler units

**Other Requirements**

- Possession of a valid California driver's license, reliable transportation and valid vehicle insurance
- Ability to work within the philosophy of the CAPE program

**Qualifications:**

Experience:

- Demonstrated ability to work effectively with low income adults and children and experience with ethnic and cultural minorities
- Two years related work experience
- Possession of a valid California driver's license, reliable transportation and vehicle insurance
- Ability to interact positively and communicate effectively
- Familiarity with community resources for families and children

- Good clerical skills including familiarity with computer including Microsoft Word/Windows and Child Plus
- Strong organization skills and the ability to function independently with a minimum of supervision
- Bi-lingual Spanish/English, Farsi/English, Vietnamese/English

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

**How to Apply:**

Interested and qualified applicants should submit their resume and cover letter via email to: [hr@capeheadstart.org](mailto:hr@capeheadstart.org). In the cover letter, applicants should include why they are interested in this opportunity and specifically how they meet the requirements of the position. Applications are available on our website: [www.capeheadstart.org](http://www.capeheadstart.org)