

## **UTE INDIAN TRIBE HEAD START FATHERHOOD ADVOCATE**

### **KEY FUNCTION:**

Under the supervision of the Community Development Coordinator, the Fatherhood Advocate will work closely with Head Start Fathers to provide support for all activities involving men in Head Start Services, and all other necessary areas.

### **RESPONSIBILITIES INCLUDE:**

- Act as the Brigade Chief (leader of the fatherhood program) and be an example to all men in the program.
- Maintain accurate documentation. i.e. programs record keeping forms, weekly schedules, phone logs, and mileage records.
- Participate, assist in the creation of, and present training's that will aid fathers/men.
- Assist in the recruitment and enrollment of families into Head Start.
- With approval of supervisor, attend training sessions, and conferences that pertain to fatherhood development Attend all-staff and other required training within the agency.
- Maintain a high level of professionalism in all job-related settings
- Work closely with all staff to help fathers/men feel welcome in the program.

### **Qualifications:**

#### Minimum:

- High School Diploma or GED Certificate
- Be familiar with services offered by local agencies in the community.
- Excellent written and oral communication skills.
- Must have access to reliable transportation.
- Be Dependable.
- Be able to work flexible hours.
- Creative problem solving abilities and open with ideas.
- Employment is conditional pending results of a full background check, pre employment drug and alcohol test and approval of Head Start Policy Council.