

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

FAMILY ADVOCATE

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude.	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Comply with agency policies, procedures and regulations and compliance when applicable	ME	NI	U
Maintain confidentiality of information in relation to staff, children and families	ME	NI	U
Ensure individualized and appropriate services to children with special/exceptional needs through assessment, goal writing, implementation and referral	ME	NI	U
Participate in the recruitment and enrollment of eligible families	ME	NI	U
Make initial contacts with families for orientation to Early Head Start, and develop a schedule for weekly home visits, which may need to occur on evenings or weekends to accommodate the working schedules of parents	ME	NI	U
Make a 90-120 minute weekly home visit to each enrolled family	ME	NI	U
Encourage/recruit parents to be actively involved in the program (socializations, Baby N Me Group, parent support groups, parenting classes, committees, volunteering, etc.)	ME	NI	U
Conduct comprehensive family needs assessments and assist families in developing goals which effectively address needs and strengthen the parent/child relationship and self-sufficiency/social competency	ME	NI	U
Develop and maintain effective working relationships with assigned families which	ME	NI	U

support the primary goals of self-sufficiency, social competence and strengthen parent/child relationships			
Work with families to develop a feasible plan of action for attaining goals and ensure that they receive needed services via direct service such as on-going support, in-house referrals, counseling, and or problem solving	ME	NI	U
Facilitate linkage between families and community making appropriate referrals and providing support as needed	ME	NI	U
Work with family to develop a Family Partnership Agreement containing appropriate goals for both parent and child	ME	NI	U
Organize materials and assist parents in planning activities, which encompass the developed goals	ME	NI	U
Assist in the development and facilitation of parent groups, which provide opportunities for parent and family growth	ME	NI	U
Work with staff and community agencies to ensure a coordinated team approach to service delivery by maintaining on-going communication, attending program service coordination and community in-house case management meetings	ME	NI	U
Work with neighborhood/community groups to promote increased awareness of Early Head Start; advocate for and coordinate needed services and provide support for community development activities	ME	NI	U
Act as an advocate for families within the community to address barriers which may interfere with family growth	ME	NI	U
Co-facilitate group activities, including programs for fathers and other significant males of Early Head Start children, and keep appropriate records of participation	ME	NI	U
Provide individual support of men as parents, and advocacy service when necessary	ME	NI	U
Work closely with staff at EHS child care sites to assure implementation of mixed model services	ME	NI	U
Ensure family members receive all necessary health care as determined by Head Start Performance Standards, HMO requirements, and program medical staff	ME	NI	U
Work with program staff and consultants including active participation in weekly meetings with the Zero to Three Director, Family Advocate Supervisors, Mental Health Consultants, Pediatric Nurse Practitioners and other appropriate individuals	ME	NI	U
Ensure required logs, reports, and other records are completed and submitted in a timely manner following established agency procedures	ME	NI	U
Gather data for the program as determined by the research evaluators on the team	ME	NI	U
Attend and participate in all job-related meetings, trainings and program development activities	ME	NI	U
Provide assistance to and perform other job-related duties as assigned by supervisor	ME	NI	U
Maintain professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**