

FAMILY DEVELOPMENT ASSOCIATE (FDA) CREDENTIAL
195-367-900 WORK PROCESS

HOURS
500

A. ESTABLISH MUTUALLY RESPECTFUL PARTNERSHIPS WITH FAMILIES TO ENHANCE THE QUALITY OF THEIR LIVES AND THEIR COMMUNITIES.

1. Conduct outreach, recruitment, and enrollment;
2. Provide orientation on philosophy of program and services provided;
3. Establish and maintain ongoing partnerships based on trust with families;
4. Communicate effectively using appropriate verbal and nonverbal messages and reflective listening skills; and
5. Implement strategies including home visits to learn about families and the changing community.

B. SUPPORT FAMILIES' EFFORTS TO REACH THEIR GOALS.

1. Develop strengths-based assessments with families that describe their goals, strengths, resources and support networks, as well as necessary services and supports;
2. Develop, in partnership with the family, an individualized family plan;
3. Facilitate families' problem-solving and teach problem-solving skills;
4. Coach, consult, educate and utilize counseling skills, where appropriate;
5. Advocate for the family and support them in advocating for themselves;
6. Follow-up with the family on the progress toward meeting their goals and any needed revisions to the plan; and
7. Assist with transitions to other programs, communities and schools.

C. OFFER PARENTS OPPORTUNITIES TO BE INVOLVED IN GROUP ACTIVITIES, INCLUDING POLICY GROUPS AND EDUCATIONAL ACTIVITIES BASED ON INTEREST AND NEED.

1. Identify common interests and needs of parents in order to plan appropriate activities;
2. Work with parent groups on group formation, group processing, and leadership;
3. Provide and/or coordinate training and educational opportunities for parents; and
4. Engage parents in volunteering, community service and other ways of contributing to program activities and services.

D. PROVIDE OPPORTUNITIES FOR CHILDREN AND FAMILIES TO PARTICIPATE IN FAMILY LITERACY SERVICES.

1. Work with other program staff to support interactive literacy activities between parents and their children;
2. Provide training for parents in how to be the primary teacher for their children and full partners in the education of their children;
3. Assist parents as adult learners to recognize and address their own literacy goals; and
4. Link and support parents in engaging in literacy training that contributes to self-sufficiency.

E. COORDINATE AND INTEGRATE HEAD START SERVICES IN ORDER TO ENHANCE EFFECTIVENESS.

1. Serve as a productive team member on an interdisciplinary team of Professionals;
2. Participate in and facilitate case conferences to promote service integration;
3. Apply knowledge of health, mental health, disabilities and child development in order to ensure holistic service delivery; and

1,000

300

400

400

4.	Promote and support parent involvement and leadership throughout the program.	
F.	SUPPORT FAMILIES IN ACCESSING OTHER COMMUNITY RESOURCES.	200
1.	Research and keep up-to-date on program and community resources;	
2.	Analyze match of community resources to family needs and identify unmet family needs;	
3.	Refer families to community resources and follow-up on the effectiveness of referrals; and	
4.	Promote community partnerships that will improve support to families.	
G.	ASSIST FAMILIES IN CRISIS.	400
1.	Listen to families and assess the crisis situation;	
2.	Take active steps to ensure the safety of all involved;	
3.	Decide when to intervene and when to refer a family;	
4.	Identify (with the family) options, resources, and consequences to address the crisis; and	
5.	Support families in making decisions and taking active steps to resolve current crises and be prepared to address future crises.	
H.	RESPECT AND RESPOND COMPETENTLY TO THE CULTURE, TRADITIONS, LIFESTYLE, LANGUAGE, AND VALUES OF EACH FAMILY AND COMMUNITY.	300
1.	Be knowledgeable about and sensitive to each family's values, beliefs, traditions, cultural influences, makeup, and circumstances;	
2.	Work with families representing difference cultures using a culturally competent and flexible approach; and	
3.	Identify and reflect on personal values, experiences and biases that facilitates and presents barriers in working with certain groups of people.	
I.	CONTRIBUTE TO EFFECTIVE PROGRAM PRACTICES AND MAINTAIN A COMMITMENT TO PROFESSIONALISM.	500
1.	Perform record-keeping and internal and external reporting tasks in a timely and objective fashion;	
2.	Effectively utilize supervisory professional development and technical assistance resources to improve competence;	
3.	Contribute to and participate in strategic planning, program Self-assessment and other efforts to improve program services and agency responsiveness to families;	
4.	Make decisions and act based on family support principles, theories, practices, and code of ethics;	
5.	Articulate an awareness of self-values and ethics as they impact on work with families; and	
6.	Maintain professional boundaries and confidentiality.	
*	ADHERENCE TO THE NAEYC CODE OF ETHICAL CONDUCT.	Incorporate into processes at all times
*	CANDIDATES SHALL SUBMIT A PORTFOLIO DEMONSTRATING COMPETENCE IN ABOVE WORK PROCESSES.	
	TOTAL HOURS	4000

SAFETY IS THE FIRST PRIORITY IN ALL APPRENTICESHIP PROGRAMS AND, AS THE SPONSOR'S PRIMARY RESPONSIBILITY, MUST BE TAUGHT AND PRACTICED CONTINUOUSLY IN ALL ON-THE-JOB WORK PROCESSES.