

EMPLOYMENT OPPORTUNITY



Guadalupe
Centers

Department: Early Childhood Education Center

Job title: Family Advocate

Reports to: Director

Job Purpose:

To promote family wellness, parent involvement programs and to support the implementation of the family partnership process; operate as a liaison between classroom and home settings in the area of education, child development and mental health. The position carries a family caseload of 30-40 families, and is responsible for case management services.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Welcome families into the program and share information about transitioning into Head Start.
- Assist families in the development of Family Partnership Goals and monitor progress.
- Create and promote family activities and involvement through parent meetings, parent committees, field trips, policy council, classroom engagement and newsletters.
- Advocate and collaborate with Guadalupe Centers, Inc. and other community agencies to support child, family and agency outcomes.
- Attends professional development meetings and training opportunities.
- Makes at least one family services home visit per year.
- Maintain on-going contact with teaching staff in order to share relevant home information and gain information regarding child performance in the classroom.
- Document and track follow-up needs, Family Partnership Goals, health, dental, nutrition, hearing and vision concerns.
- Participate in referral and Special Education (individual family service plans/IFSP) processes as needed.
- Maintain a professional relationship with staff and families.
- Maintain confidentiality of information at all times.
- Perform other related duties as assigned
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QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and verbal communication in English and Spanish
- Strong organizational skills

EDUCATION and/or EXPERIENCE

- BA in Social Work
- Certification in Social Work
- Experience with a Head Start program
- Knowledge of early childhood education, intervention and referral
- Two (2) years experience in working in early childhood education

PHYSICAL DEMANDS

Revised September 2017

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

APPLY BY:

The intent of this job description is to provide a representative summary of the essential functions that will be required of position given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties through their hiring department. Specific job related duties assigned by hiring department shall be consistent with the representative essential functions listed above and shall not be expanded in role or scope.

PLEASE VISIT WWW.GUADALUPECENTERS.ORG FOR MORE INFORMATION ABOUT OUR ORGANIZATION.

IF YOU WOULD LIKE TO APPLY, PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO OPPORTUNITIES@GUADALUPECENTERS.ORG. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH A COPY OF TRANSCRIPTS/AND OR/ DEGREE CERTIFICATE TO YOUR SUBMISSION.

GUADALUPE CENTERS, INC. conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities' individuals with disabilities and veterans to apply to all of our job openings. We are Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.