

**COMMUNITY ACTION PLANNING COUNCIL
JOB POSTING
(IN-HOUSE & OUT-OF-HOUSE)**

Head Start Family Advocate

CLASSIFICATION: Academic Full-time Non-exempt
POSITION GRADE: 5
PAY RATE: \$13.98 per hour
HOURS: 32 per week
JOB LOCATION: Head Start – Watertown and Dexter

Job Summary: The Family Advocate is responsible for a caseload of 35 families served by the Head Start Program in Dexter and Watertown. He/she will make a minimum of one home visit every two months to each family and will provide information and referrals to families in the health and family service areas. This person acts as an advocate for families, assists families in determining their needs and in identifying and developing goals to meet those needs. The Family Advocate will be responsible for performing a comprehensive health intake, completing sensory screening, and tracking health follow-up for their assigned Head Start children; recruitment and enrollment of children and families; and facilitating a Parent Committee meeting monthly. He/she will be expected to maintain complete and accurate documentation of all required agency forms and computer database; and accurate statistical data for reporting purposes.

Education: Associate Degree in Human Services or related field required. Must have, or be willing to attain Family Development Credential (FDC) or other specified training within two years of hire if offered by the agency.

Experience: One year of experience in the human service field required.

Computer Skills: Basic personal computer skills that include the ability to send and receive email messages, post information to a database or spreadsheet, and perform basic word processing, and/or data entry.

Other Skills: Knowledge of child and family development; ability to maintain confidentiality of program and agency related information; strong time management, planning and organizational skills; excellent written and verbal communication skills; ability to maintain accurate records; knowledge of community resources; ability to work with diverse groups and individuals; and the ability to work as a member of a team and to cooperate with all Head Start staff to provide quality programming for children and families.

Other Requirements: Employment is conditional pending satisfactory physical exam including TB test; Policy Council approval, receipt of clearance from the NYS Central Register of Child Abuse & Maltreatment, NYS Office of Children & Family Services, and the NYS Division of the Criminal Justice Services at the time of hire; and employee will be required to sign an affidavit annually which states that he/she has not been indicated with a child abuse or neglect case within the past year. Applicant must be able to provide independent transportation to perform job duties; and possess a valid driver's license. Preference is given to qualified in-house candidates.

Benefits: Academic schedule, paid school vacations, Agency Flexible Benefits Plan, and unemployment benefits during the summer.

To Apply: Submit updated resume, application form, and transcript by 5:00pm on 4/21/19 to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email hr@capcjc.org. Application form available at www.capcjc.org.

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