



## VACANCY ANNOUNCEMENT

**TITLE:** Early Head Start-Child Care (EHS-CC) Family Advocate  
**DEPARTMENT:** Early Childhood Services  
**REPORTS TO:** Early Head Start-Child Care (EHS-CC) Family Services Coordinator  
**SALARY:** \$30,000 and excellent benefits  
**LOCATION:** Brooklyn, NY  
**DATE:** January 2017

**JOB SUMMARY:** Responsible for carrying out the Parent, Family, & Community Engagement (PFCE) components of the program in connection with partner's School Readiness Goals (SRG), & areas of Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA) to ensure high quality service delivery in accordance with local, state, & federal regulations. Individual is required to spend 80% field work – 20% planning/record keeping/training.

### EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS:

- Associates or Bachelor Degree in Human Services, Psychology, Social Work or a related field required.
- Experience working with families of children from birth to 36 months
- Demonstrated knowledge of community resources & how to access services for children & families
- Ability to work effectively as a member of a team & independently in the field
- Meet all employee health requirements in Head Start Performance Standards/Head Start Act 2007
- Bilingual (Spanish) Preferred

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with partner staff & GSS manager/leadership team to provide ongoing comprehensive services to enrolled children & families in alignment with Head Start Performance Standards/Head Start Act 2007
- Case Management & support for (36-40) families – program center based & family child care partners; data entry management & reporting, planning & follow up for delivery of services including appropriate & timely referrals for mental health, crisis intervention, health/nutrition, employment, & education/literacy

- Work closely with families to build trusting relationships; to develop & progress towards meeting goals; motivate & inspire families to participate & be involved in their child's education; & demonstrate the ability to measure individual & overall impact
- Participate in home visits for all assigned children & families as needed
- Develop & maintain working relationships with community agencies & act as a liaison to support families in alignment with FPA, PFCE, & SRG
- Support Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA) efforts of partners for eligible participants to ensure full enrollment of EHS-CC Partnership slots and help with recruitment of families.
- Assist in the planning & facilitation of parent involvement activities & events
- Maintain data system Child Outcome Planning and Administration (COPA) & written records for children & families to ensure compliance with Head Start Performance Standards/Head Start Act 2007
- Maintain file systems at partner sites for all enrolled children & confidentiality of all clients
- Maintain constant contact with caregivers in order to integrate FPA goals with classroom efforts/SRG & ensure integrated child & family services
- Understand & follow all federal, state, & local requirements
- Participate in all required trainings & meetings to enhance skills & knowledge
- Participate in annual self-assessment, community assessment, & ongoing monitoring
- Other duties as assigned

**HOW TO APPLY:**

Submit a resume and thoughtful cover letter, outlining how your skills & experience meet the position you are applying for. Also, provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "**Family Advocate**" to both, Kimberly Doe at [kdoe@grandsettlement.org](mailto:kdoe@grandsettlement.org) and Jason Cotto at [jcotto@grandsettlement.org](mailto:jcotto@grandsettlement.org)

**No phone calls, please.**

**EOE**

**If selected for this position, applicant must obtain NYC Dept. of Health fingerprint clearance and State Central Registry (SCR) clearance (fees may apply); ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.**