

Family Advocate – Southbridge Head Start, School year, 37.5 hours per week

Responsibilities: Assist the Family Engagement Coordinator, Health Coordinator and Education Staff. Work with parents of Head Start children.

Qualifications: Associates Degree in Human Services or related field preferred
Ability to work cooperatively and effectively with a diverse population
Knowledge of community resources in Southern Worcester County
Good verbal and written communication skills
Ability to speak Spanish as a second language preferred
Valid driver's license and reliable transportation
Ability to successfully complete a CORI review annually
Evening hours may be required to meet the needs of the families and programs
Must be available and reachable for emergencies
Job site assignments may change based upon Program needs

Special Certification or Documentation: Mandatory physical every two years
Current PPD test (Mantoux)
CPR and First Aid certificate required

Duties and Responsibilities: Attend and assist all parent related activities.

- Assist Staff in the classroom as needed.
- Observe in the classroom a minimum of 2 hours per month.
- Assist with recruitment of children and intake process.
- Family Advocate must visit once a month when a family falls into a high risk category.
- Schedule and attend workshops, speakers and parent activities for the Parent Center Committee.
- Make referrals and arrange transportation for families when necessary.
- Provide documentation on all referrals.
- Set up and maintain a parent information center.
- Responsible for confidentiality and maintenance of records and center reports.
- Ensure 3 to 5 children are discussed at weekly meetings.
- Encourage and support families advocating for themselves in the community.
- Comply with WCAC Head Start abuse and neglect policies.
- Ensure that all family information is entered and updated in computer.
- Meet and coordinate services with Early Head Start staff when the family is in dual program to work on FPA.

This is a full time school year position with an excellent benefit package to include Blue Cross Medical and Dental, paid life insurance, professional development and generous paid time off. Send cover letter and resume specifying position to Human Resources Department, Worcester Community Action Council, Inc. 484 Main Street, 2nd Floor, Worcester, MA 01608. AA/EOE. Resumes must be received by October 9, 2015.