

Position Description: **Family Advocate**

This job reports to the: **Community/Family Services Manager**

Relocation is not provided and travel is not required.

This is a **Part-Time** position, working **1st Shift**.

Number of Openings for this position: **1 +**

Overview

Position works **40 hours per week for approximately 44 weeks per year.**

Starting wage range - **\$8.91 – 11.98 per hour**

Job Skills/Requirements

This position is responsible for creating and implementing successful Family Partnership with families of Head Start and the community and for advocating on behalf of all Head Start families. Assists the Community/Family Services Manager with duties required to fulfill Head Start Performance Standards. Work in continuous collaboration with other programs systems to ensure that supportive services necessary for family self-sufficiency are available. Provide opportunities for parents to participate in the program and to enhance their parenting skills. Assist with recruitment and enrollment of children into the Head Start Program.

Qualifications/Benefits:

Associate degree in social services or sociology. An understanding of the Americans With Disabilities Act, regulations applicable to public education, social work techniques and office practices and procedures.

Experience with preschoolers preferred. Must have the ability to lift and carry 40 pounds. Must have the ability to communicate with children and adults. Must have the ability to reason and solve problems. Must be able to respond to emergency situations. Must be able to work flexible hours. Must be able to get to various locations throughout Preble County and must be able to work flexible hours to meet needs of parents and community.

Must have a valid Ohio Driver's License and be insurable on agency policy.

Subject to criminal background check, pre-employment physical with TB Tine, and pre-employment and random drug and/or alcohol testing and MVR.

An Equal Opportunity Employer/Service Provider