



EMPLOYMENT OPPORTUNITY

Date: June 14, 2010
Position: **Family Advocate – Head Start (Position available in September 2010)**
Location: Magnolia Head Start Site
Salary: Depending on Experience - \$17.11 - \$19.14 per hour plus benefits
Filing Deadline: Open until filled

All applicants need to submit copies of transcripts with when applying for this job opening.

EXAMPLE OF DUTIES:

1. Recruit families for participation in the Head Start Program through community outreach activities and collaboration with community-based organizations.
2. Work with families from the point of application and intake to the program and throughout their enrollment.
3. Work closely with Health Services Manager to monitor health requirements, provide necessary referrals, and complete follow-up.
4. Conduct an assessment of the family's needs and develop family goals in partnership with family.
5. Provide resources and referrals to families whose children are participating in the program.
6. Collaborate and coordinate with teaching staff, management and support staff, to ensure the delivery of high quality services to children and families.
7. Work in partnership with teaching staff to promote parent involvement in various activities, i.e. classroom activities, parent center committee meetings, literacy programs and parent trainings.
8. Maintain a relationship with school districts and community agencies to provide a continuum of services to children and families, facilitate referrals, and advocate for child/family needs.
9. Conduct home visits with teaching staff to gather necessary information about the child(ren) and their family.

QUALIFICATIONS:

1. AA or BA degree in Social Work, Sociology, Psychology, Education, Child Development or related field preferred.
2. Minimum one (1) year of work experience in aforementioned fields.
3. Minimum one (1) year experience providing services to low-income families.
4. Knowledge of the principles and practices of case management and family development.
5. Knowledge of local community resources.
6. Ability to handle multiple duties, maintain accurate records and documentation, prioritize tasks, and complete work assignments in a timely manner.
7. Valid California driver's license, current automobile insurance and vehicle.
8. Bilingual in Spanish required.

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview and evaluation. All candidates interviewed will be notified in writing following their interview. Please submit copies of transcripts, degree(s) and any certification along with the cover letter and resume.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

HEALTH AND OTHER REQUIREMENTS:

Physical examination and TB test upon employment
Fingerprint clearance/child abuse Index/Criminal Record Statement.

APPLY: Attn: Human Resources Department
Institute for Human and Social Development
1265 Mission Rd
South San Francisco, CA 94080
Fax: 650.589.5710 OR E-Mail to: hr_resume@ihsdinc.org

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER