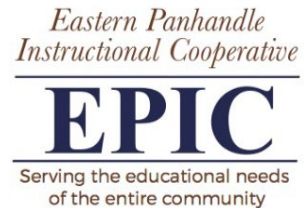


## Notice of Job Vacancy #23-056



Posting Date: August 22, 2022

Position: Early Head Start Family Advocate 1 in Morgan County

Employment Term: Full-Time / 240 days per fiscal year

Salary: Based upon the EPIC Service Salary Schedule Grade E with years of experience and education supplement

Position Overview: EPIC Early Head Start understands that our most valuable assets are the dedicated, creative, life-long learners who positively support the lives of children, their families, and peers. Our culture is one of encouragement, support, and determination. We strive to exceed compliance of our guiding regulations.

The successful candidate will join a strong Early Head Start team to provide and facilitate the receipt of quality support services for program families in **Morgan County**. This role requires a positive attitude, a willingness to learn, and the ability to work within a team.

### Qualifications:

1. Must hold or being willing to obtain within 18 months of hire – a credential or certification in social work, human services, family services, counseling, or related field.
2. Must have a current driver's license and reliable automobile for transportation.
3. Must have knowledge of local human services available.
4. Must be organized and able to manage confidential electronic data and reports.
5. Must have proof of COVID-19 vaccination or eligibility for an acceptable waiver.
6. Must be willing to participate in college courses and/or professional development to increase knowledge of early childhood and social services.
7. Preference will be given to candidates with experience working with expectant mothers and/or the families of infants and toddlers.
8. Preference will be given to candidates who are bilingual or multilingual.

### Essential Duties:

1. Assist Specialists and Managers in the areas of social services, parent involvement, health, mental health, and nutrition.
2. Recruit eligible Early Head Start children on an ongoing basis to ensure complete enrollment.
3. Assure that required documentation for enrollment is complete.
4. Submit reports to supervisor in a timely manner as required.
5. Complete Family Outcomes Assessments and Individual/Family goals with the family. Follow up on needs and goals as needed.
6. Report suspected child abuse or neglect, domestic violence, and substance abuse to the Early Head Start Manager.
7. Assist in maintaining and compiling non-federal share (In-Kind) records.
8. Work with community social services and health care agencies under the direction of the Managers/Specialists.
9. Prepare and maintain child health record and tracking with assistance of other staff.
10. Conduct health screenings.
11. Work closely with parents to ensure that all children receive medical and dental examinations, and that follow-up care is provided and tracked for Early Head Start children.
12. Conduct a minimum of 10 regular visits per month to meet social services and health needs.
13. Request, monitor, purchase and deliver supplies.
14. Assist with socializations and childcare at parent's event.
15. Facilitate transportation for adults to and from program and community.
16. Collaborate with other EHS/HS staff to compile and maintain children's files and to forward records as requested.
17. Assist with food service for socializations.
18. Assist with related duties as assigned and required.

Additional General Requirements:

1. Demonstrate verbal and written competency in the English language.
2. Adhere to Head Start Performance Standards, EPIC and Early Head Start/Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
3. Participate in meetings, professional development, and continuing education programs as required or suggested by Early Head Start/Head Start/Pre-K and sponsoring organizations.
4. Prepare and submit written reports as required.
5. Comply with all WVDE requirements, drug free, TB free, etc.
6. Attend evening meetings and perform overnight travel as required.
7. Agency approval of Criminal Investigations Bureau and FBI records.
8. Maintain CPR and First Aid Certification
9. Maintain Food Handler's Certification if required by county
10. Demonstrate sensitivity to cultural diversity

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require strenuous activity including but not limited to frequent and/or repeated standing, bending, kneeling, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 80 (plus or minus) pounds
- 2) to carry supplies into homes, office, etc.
- 3) to climb stairs
- 4) fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate must transport themselves by personal vehicle from one work site to another on a regular basis. (Travel reimbursement is included.)
- The selected candidate may be required to ride in a van on paved and unpaved roads.
- Early Head Start Family Advocate services are performed year-round, so the selected candidate may need to travel and work in inclement weather.
- Designated work sites may include locations not owned or operated by EPIC including but not limited to outdoor venues, public facilities, school buildings and/or private residences.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Reports To: County Manager; Early Head Start/Head Start/Pre-K Director; EPIC Administrator

Conditions of Employment: Recommended by the Early Head Start/Head Start/Pre-K Director & EPIC Administrator; Confirmed by the Early Head Start/Head Start/Pre-K Policy Council & EPIC Regional Council

Start Date: Immediately after the hiring process is complete.

Application Process for Current EPIC Employees and New Candidates:

You may submit your application one of the following ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Email to Shannon Johnson at [sdjohnson@wvsc.org](mailto:sdjohnson@wvsc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This position will remain open until filled or no longer needed.**