

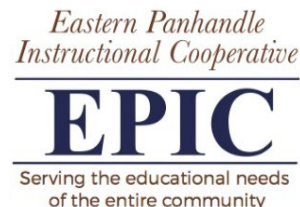
Notice of Job Vacancy #22-062

Posting Date: March 28, 2022

Position: Full-time Head Start Family Advocate 2 in Jefferson County

Employment Term: Full-time / 200 days per fiscal year

Salary: Based upon the EPIC Professional Pay Scale with education and years of experience



Position Overview: EPIC 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 Head Start team of Family Advocates to provide and facilitate the receipt of quality support services for program families in Jefferson County. This role requires a positive attitude and the ability to work within a team. It also includes mentorship and program leadership responsibilities.

Qualifications:

1. Minimum Bachelor's degree (BA) in social work, human services, family services, counseling, or related fields.
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 who are bilingual or multilingual, especially fluent in Spanish.

Job Description/Responsibilities: The successful candidate will provide direct services to families including social and health services; conduct home visits; conduct child screenings; assist with recruitment and maintain enrollment; develop and facilitate parent meetings, review the wait list, enter children into the Child Plus system, etc. He/she will maintain accurate records; demonstrate excellent computer skills; expand knowledge of available community family resources; network and build relationships within the community to offer resource information to families; assist with general office duties and educational support on a rotating basis as needed; provide mentorship and training to newly hired FA staff.

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 vehicle on paved and unpaved roads.
- Head Start Family Advocate services are performed during the regular school year, 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: Head Start FA Specialist; Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

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

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

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

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.
Head Start/Early Head Start is funded by the US Administration for Children and Families