



Notice of Job Vacancy #26-009

Posting Date: April 2, 2025

Position: Head Start Family Advocate 1 in **Berkeley County**

Employment Term: 200 days

Salary: Based on FY'26 EPIC Service Scale Grade E with years of verified experience and education supplement

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 **Berkeley County**. This role requires a positive attitude and the ability to work within a team.

Qualifications:

1. Preference will be given to candidates who are bilingual or multilingual, especially fluent in Spanish.
2. A credential or certification in social work, human services, family services, counseling, or related field or willing to obtain it within 18 months of hire.
3. Must have a current driver's license and reliable automobile for transportation.
4. Must have knowledge of local human services available.
5. Must be willing to participate in college courses and professional development to increase knowledge of early childhood and social services. (Tuition reimbursement may be available.)
6. Must be organized and able to manage confidential electronic data.

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. They 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; and assist with general office duties and educational support on a rotating basis as needed.

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 and foster a fully inclusive and equitable work environment.

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 on a daily basis including but not limited to frequent and/or repeated standing, bending, squatting, kneeling, chasing, 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 provide age-appropriate interactions with young children on their level
- 3) to model instruction and physical activities in the classroom, outdoors, and in other locations as assigned
- 4) to carry supplies into homes, the office, etc.
- 5) to safely climb stairs and use ramps as needed
- 6) to fulfill other reasonable physical 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 transport families and 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 Head Start Policy Council and EPIC Regional Council

Start Date: August 2025

Application Process: You may submit your application one of two 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 Head Start / Early Head Start application can be found by [clicking on this link](#). Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Fax to 304-267-3599 Attention: Human Resources

This job posting will remain open until the position is 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