

Current job opening with Community Action Marin’s Children and Family Services.

Job Title: Family Advocate  
 Status: Full-time / Salaried / Non-Exempt  
 Salary Range: \$39,270 - \$49,920 DOE

**To apply, send resume to: Kelsey Lombardi, Alignment Project Manager at [klombardi@camarin.org](mailto:klombardi@camarin.org)**

**Job Summary:** In accordance with the Head Start Performance Standards, the Family Advocate works in partnership with classroom staff, management, and community agencies to build collaborative relationships that support parents as they identify and meet their own goals, nurture the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures.

**KEY RESULT AREA**

1. Support Family Success
2. Recruit Families
3. Encourage a home/school connection
4. Parent/Community Relations
5. Contributes and collaborates with a team
6. Professionalism

KEY RESULT AREA	OBJECTIVES/ACTIVITIES
1.Support Family Success	a) Establishes positive and productive relationships with families. b) Reinforces the role of the parent as the primary caregiver and child’s first teacher. c) Assists the families to be successful participants in the program through orientation, transitions, and attendance plans (as needed). d) Supports the families in linking them to needed community services and resources. e) Supports families to meet all program health requirements. f) In partnership with the family, assesses the strengths and needs of each family and develops a family partnership plan. g) Conducts home visits (at minimum 2) and individual meetings with parents throughout the school year. h) Maintains family files and ongoing records as required by the program.

2. Recruit families	<ul style="list-style-type: none"> <li>a) Contributes to the recruitment of families, including community outreach.</li> <li>b) Participates in the yearly waitlist update by screening waitlisted applicants over the phone.</li> <li>c) Assists in the enrollment process, completing all paperwork accurately and efficiently.</li> </ul>
3. Encourages a home/school connection	<ul style="list-style-type: none"> <li>a) Plans a welcoming orientation to the program.</li> <li>b) Supports an inclusive and accepting environment for all children and families.</li> <li>c) Works closely with all staff to promote and maintain a high level of parent participation in Head Start activities.</li> <li>d) Participates in the planning and implementation of all family engagement events, as determined for each school year, to provide meaningful experiences for families.</li> <li>e) Establishes a partnership with each teacher, as applicable, that sets a framework for the sharing of information and knowledge in support of each family and child.</li> </ul>
4. Parent/Community Relations	<ul style="list-style-type: none"> <li>a) Maintains awareness of and contact with community members and relevant community agencies.</li> <li>b) Partners with community agencies to improve the delivery of services to children and families.</li> <li>c) Supports parent involvement in community groups/ activities.</li> </ul>
5. Contributes and collaborates with the team	<ul style="list-style-type: none"> <li>a) Is a contributory team member through activities, clear communication, shared problem solving, and decision making.</li> <li>b) Follows the CFS program's communication policy.</li> <li>c) Participates in all site meetings, in-service days, and training opportunities.</li> <li>d) Participates in case conferences and transition meetings on behalf of the children and families in the program.</li> </ul>
6. Professionalism	<ul style="list-style-type: none"> <li>a) Demonstrates and follows all Head Start Performance Standards and Marin Head Start Policies and Procedures.</li> <li>b) Maintains congenial and respectful relations with management, staff, children, families and community</li> <li>c) Maintains confidentiality in regards to staff and family information.</li> <li>d) Successfully completes paperwork on time. Keeps current and accurate records.</li> <li>e) Adheres to work schedule, arrival, breaks, etc.</li> <li>f) Notifies supervisor prior to beginning of workday (when possible) when not able to come to work.</li> <li>g) Follows health procedures including safe lifting, handwashing, and universal precautions.</li> <li>h) Exhibits a positive attitude regarding the agency and the Children and Family Services program.</li> </ul>

## **Qualifications:**

### **Education /Experience:**

- AA or BA in Human Development, Sociology, Early Childhood Education, Early Childhood Development, Social work or related field preferred. –OR-  
At a minimum, a credential or certification in social work, human services, family services, counseling or a related field.
- A minimum of three years related work experience working with diverse low-income families preferred.

### **Skills and knowledge:**

- Basic computer skills required.
- Strong English skills both oral and written form required.
- Bi-lingual English/Spanish required.
- Knowledge of Head Start Performance Standards preferred.
- Knowledge of how to access community resources preferred.
- Demonstrated ability to create and maintain healthy boundaries with clients.
- Time management skills.
- Problem solving and conflict resolution skills.

### **Additional requirements:**

- Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check resulting in a Criminal Record Clearance from the Department of Justice prior to being with children.
- Successfully complete an employment physical and provide proof of the absence of TB within 7 days of hire date.
- Current infant toddler CPR and pediatric first-aid are required within one year of hire.
- A valid California driver's license.
- Evidence of reliable insured transportation.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

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