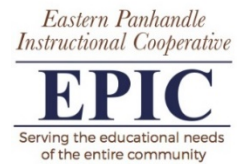


Notice of Job Vacancy #22-043



Posting Date: October 26, 2021

Position: Full-time Head Start Family Advocate 1 in Jefferson County

Employment Term: 200 days

Salary: Based upon the EPIC Service Pay Scale

Qualifications:

1. A credential or certification in social work, human services, family services, counseling, or related field within 18 months of hire.
2. Current driver's license and reliable automobile for transportation.
3. Knowledge of human services available locally.
4. Willing to participate in college courses and professional development to increase knowledge of early childhood and social services.
5. Proof of full COVID-19 vaccination

Duties // Responsibilities:

1. Assist Specialist and Managers in the areas of social services, parent involvement, health, mental health, and nutrition.
2. Recruit and enroll eligible children on an ongoing basis to ensure complete enrollment. (Maintain Head Start and Pre-K enrollment monthly)
3. Assure that required documentation for enrollment is complete and accurate. (i.e. Drop/Add/Transfer forms, WVEIS numbers, follow up with bus if needed, and get file and ER information to classroom and FA staff).
4. Submit reports to supervisor in a timely manner as required. (Status reports, reenrollment numbers, attendance, in-kind, PIR and other reports as needed)
5. Organize and conduct parent training, parent group meetings, and assist with parent newsletter.
6. Complete Family Partnership Agreement with the assistance of parents and staff. Follow up on FPAs and parent requests.
7. Home visits will be required of FCP in order to meet the needs of the family.
8. Refer situations of suspected child abuse or neglect, domestic violence, and substance abuse to FA Specialist/Manager or Child Development/Disabilities Manager.
9. Assist in maintaining and compiling non-federal share (In-Kind) records.
10. Work with community social services and health care agencies under the direction of the Managers/Specialists.
11. Prepare and maintain child health record and tracking with assistance of other staff.
12. Conduct health screenings.
13. Work closely with parents to ensure that all children receive medical and dental examinations and that follow-up care is provided and tracked for Head Start children.
14. Conduct regular visits as needed to meet social services and health needs.
15. Request, monitor, purchase and deliver supplies.
16. Substitute in the classroom on the bus as directed, assist with children care at parent events.
17. Facilitate transportation for adults to and from program and community.
18. Collaborate with classroom staff to compile and maintain children's files and to forward records as requested.
19. Maintain an up-to-date resource file; network and build relationships within the community to offer resource information to families.
20. Provide assistance with general office duties and ed support on a rotating basis.
21. 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 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 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 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) to fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate must transport him/herself by personal vehicle from one work site to another on a regular basis.
- 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 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 Early Head Start/Head Start/Pre K Policy Council and EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email to Shannon Johnson, Human Resources Director. Current employees may also apply via Search Soft.

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made via Search Soft https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808
If you cannot see this job, check your location tab and ensure you have selected EPIC as one of your location choices.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications and cover letter to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application with cover letter may be submitted electronically to sdjohnson@wvesc.org
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be accepted for consideration until the position is filled.

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