



Now hiring

Family Advocate

DEPARTMENT: Head Start

START DATE: October 2017

HOURS PER WEEK: 40/hours – School Year

POSITION DESCRIPTION

General Scope of Duties:

Engage Head Start families in goal setting, acquiring resources, social networking, training, transitions and participation in Head Start program activities and services. Support Head Start collaborative programs to maintain and maximize the Head Start experience for all Head Start families. Align with agency mission in all aspects of work.

Minimum/Necessary Qualifications

- Knowledge of local resources for families and the processes for accessing resources
- Ability to work in computerized data based system
 - Must maintain confidentiality at all times
- Strong written and verbal communication skills
- Strong time management and organizational skills
- Proficient skills in Microsoft Word, Excel and Outlook
 - Ability to interpret rules and regulations
 - Ability to lift up to 35 lbs. occasionally
 - Must be flexible and able to work with multiple staff members
 - Family Services Credential or 9 credit hours in social work or a related field preferred
 - Two years experience working and/or volunteering in a social, family or human services field
- Adequate transportation, a valid driver's license, and meet WCAP's insurance requirements
- Must be able to pass a physical examination and TB screening
- Ability to meet WCAP background clearance requirements
- High school diploma or equivalent

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.