



NOW HIRING

Family Advocate - Belfast

DEPARTMENT: Early Childhood Program
PAY RANGE: RH1/L1

HOURS PER WEEK: 40 hours/week- Full Year

POSITION DESCRIPTION

General Scope of Duties:

The **Family Advocate** engages Head Start families in goal setting, acquiring resources, social networking, training, transitions and participation in Head Start program activities and services. Supports Head Start collaborative programs to maintain and maximize the Head Start experience for all Head Start families.

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least two years of experience working and/or volunteering in a social, family or human services field required.
- Ability to work in computerized data-based system.
- Familiarity with Early Head Start/Head Start Standards.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel and Outlook.

Education Requirements:

The following education requirements are considered essential:

- Associate's or Bachelor's Degree in Social Work, Human Services, Counseling or related field, preferred.
- For staff hired after 11/7/16 who do not hold an Associate's or Bachelor's Degree in Social Work, Education, Human Development, Family Services or related field: must obtain a credential or certification in social work, human services, family services, counseling or a related field within eighteen (18) months of hire.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

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.