

# Family Advocate

Commission on Economic Opportunity (CEO)

Troy, NY

Other

Posted on September 28, 2020

---

## Job Description

**Location:** Troy, NY

**Salary:** \$15.00/hr

**Position Type:** Full-time

The Commission on Economic Opportunity (CEO) is seeking a Family Advocate for our Early Childhood Services program. Our Family Advocates work to establish a partnership with families, utilizing a family development approach to help families identify their own strengths, needs and goals.

## Responsibilities

**Family Advocates more specifically will:**

- Assist families in accessing community resources such as mental health, schooling and childcare as well as work collaboratively with service providers
- Plan, conduct and assist with monthly parent meetings, events and education sessions
- Encourage parent involvement in program and classroom events
- Assist families with transportation to appointments, as needed
- Maintain complete and accurate case notes for each family

## Qualifications

**Minimum Qualifications:**

- HS Diploma or equivalent

- Valid and clean NYS driver's license and access to a reliable vehicle required

**Preferred Qualifications:**

- Associates/Bachelor's degree in Human Services or related field
- FDC Credential
- 1+ years of case management experience
- Prior experience working with disadvantaged families in an advocacy role and knowledge of community resources
- Bilingual a plus

**Application Instructions**

For more information and/or questions please contact Veronica Gomez at, [vgomez@ceoempowers.org](mailto:vgomez@ceoempowers.org) or call us at, 518-272-6012, ext. 301.

Apply: <https://www.ceoempowers.org/about/join-us/>

**Additional Information****Check out our benefit package! CEO offers:**

- Medical, dental, vision
- Free access to a Telemedicine provider
- Paid time off
- Consideration for Public Service Loan Forgiveness Programs
- Employee Assistance Program (EAP)
- Onsite employee gym

**Please note:** Applicants for this position will be required to complete standard background clearances, which include fingerprints, New York State Child Abuse clearances, a physical, TB Test, a Motor Vehicle Report (MVR) search and pre-employment drug screen.

**EOE/AA**