

# Family Advocate Iii

Children's Aid

Bronx, NY

Other

Full-time

Onsite

\$35,604 - \$53,665 a year

Posted on October 28, 2024

## Organization Statement

Children's Aid helps children in poverty to succeed and thrive. We do this by providing comprehensive supports to children and their families in targeted high-needs New York City neighborhoods.

## Job Description

### Description:

Bronx Early Childhood Center (1515 Southern Boulevard)

\$35,604 - 53,665 / year

### Position Summary:

The Family Advocate III is responsible for ensuring positive family and child outcomes through strong family partnerships and community engagement. Family Advocates connect their work to a child and a family getting ready to be successful in Kindergarten and in life. They support the center in meeting and exceeding Head Start Program Performance Standards and other relevant regulatory requirements, maintaining detailed records across relevant areas. This position reports directly to the Program Director and is supported by the Central Leadership Team.

## Responsibilities

### Essential Duties

### Family Engagement

- Understand and promote the organization's Mission, Vision, and Core Values to ensure alignment with organizational policies and procedures

- Pursue positive goal-oriented relationships with families in support of strong family and child outcomes
- Provide necessary support to families based on their strengths and needs, including but not limited to appropriate referrals, moral support and coaching, accompanying to appointments, and other forms of direct assistance
- Regularly monitor COPA reports to ensure data is accurately captured in timely manner
- Track and monitor children's medical records and work with parents to ensure continuity of care
- Support children and families through the special needs process
- Conduct a minimum of two home visits per year, per child, with additional visits as needed
- Participate in child case conferences and parent teacher conferences where required
- Support families during a crisis
- Facilitate parent workshops

### **Community Engagement**

- Foster effective and strategic community partnerships in order to meet the needs of families
- Identify opportunities for parent workshops and link families to relevant resources
- Represent Children's Aid at relevant neighborhood events, such as community/resource fairs, etc.
- Seek and maintain current knowledge of services offered in the community that can benefit families
- Share highlights of families, kids, staff, and community partners
- Educate and engage our online social media community with the EC Instagram committee

### **Eligibility, Recruitment, Selection, Enrollment, Attendance**

- Identify eligible families and support them through the application and enrollment process at Children's Aid
- Familiarize with eligibility and enrollment requirements for program models relevant to funding streams at respective sites
- Monitor children's attendance and provide supports to minimize absences
- Maintain accurate and complete records in both physical and electronic files. Ensure confidentiality of client records and information at all times

### **Professional Development**

- Maintain comprehensive knowledge of Head Start Program Performance Standards (particularly the Parent, Family and Community Engagement Framework and its requirements), DOH regulations, city guidelines, and CA Early Childhood policies and procedures
- Participate in offered trainings, workshops, in-service days, and/or all-staff conferences
- Maintain proof of attendance in professional activities
- Perform other related duties as assigned, at discretion of the Program Director

## Qualifications

**Qualifications:** The Family Advocate must have qualifications that satisfy Federal Head Start requirements, the New York City Department of Health and Mental Hygiene Article 47 regulations.

Depending on one's education and certification, a Family Advocate may fall into one of the following categories:

**Family Advocate I:** Must possess a High School Diploma and a Family Development Associate (FDC) credential.

**Family Advocate II:** Must possess an Associate's Degree or equivalent credits (in any area\*). Depending on the nature of the degree and relevant experience, it may be required to have a Family Development credential (FDC) or be enrolled in a FDC credential program that will be completed within 18 months, which is a condition of employment that cannot be extended.

**Family Advocate III:** Must possess a Bachelor's Degree (in any area\*). Depending on the nature of the degree and relevant experience, it may be required to have a Family Development credential (FDC) I or be enrolled in a FDC credential program that will be completed within 18 months, which is a condition of employment that cannot be extended.

**Family Advocate IV:** Must possess a Master's Degree in Social Work.

\*Staff who work directly with families on the family partnership process have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.

## Other Qualifications:

- Experience advocating for families and a passion for doing so
- Advanced bilingual speaker in English and Spanish
- Excellent, verbal, written and non-verbal communication skills

- Self-motivated with a professional approach, resourceful and reliable
- Very strong computer skills, outlook calendar, data entry, and database experience
- Excellent organizational and time management skills
- Energetic and a strong collaborator, with great capacity to prioritize and juggle multiple projects efficiently

A review and final determination of credentials and qualifications are reserved for the site's Program Director and the Children's Aid Director of Early Childhood Programs.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Please apply here: [childrensaidrccorp.peoplefluent.com/res\\_viewjob.html?optlink-view=view-32554&ERFormID=res\\_newjoblist&ERFormCode=any](https://childrensaidrccorp.peoplefluent.com/res_viewjob.html?optlink-view=view-32554&ERFormID=res_newjoblist&ERFormCode=any)

## Additional Information

### Equal Employment Opportunity (EEO) Statement

It is the policy of Children's Aid to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis, including race, creed, color, national origin, ethnicity, alienage or citizenship status, gender/sex (including pregnancy), disability, religion, source of income, sexual orientation, gender identity or expression, age, familial status, caregiver status, military status, marital or partnership status, status as a victim of domestic violence, sexual violence or stalking, predisposing genetic characteristics, arrest or conviction record, credit history, unemployment status or any other characteristic protected by federal, state or local law.

Children's Aid will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner and will take appropriate corrective action, if and where warranted. Children's Aid prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

The incumbent is expected to work a schedule, whether in-person or hybrid, as determined by the department's needs to facilitate effective collaboration with the team. This flexibility is essential for maintaining seamless communication, fostering teamwork, and ensuring the

smooth operation of the department's processes. The position's requirements are subject to periodic review and adjustment based on organizational needs and changes in work dynamics.

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