



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Family Advocate Manager

Division: Early Childhood Services
Department: Head Start
Supervisor: Deputy Director for Family Engagement

Qualifications:

1. Bachelor degree required. A Bachelor degree in social work or human services field is preferred.
2. Two years of professional level experience in specialty areas preferably in a social/family service environment, leadership (coaching, mentoring, and training) experience is also preferred.
3. Licenses required: Valid Michigan's Drivers Licenses and reliable transportation required
4. Bilingual in Spanish a plus.
5. Must be able to meet the physical demands of the job.
6. Must have flexible schedule to accommodate family needs, may include some evening or weekend hours.

Job Mission:

Manages the Family Advocate component, assuring the needs and goals of families and children are met, through strength based case-management.

Performance Standards:

1. Provides support, technical assistance and supervision to Family Advocates.
2. Implement programs designed to promote family wellness and family engagement.
3. Plan, coordinate and support family engagement activities.
4. Carry out all other duties as assigned by supervisor.

Hours & Wage

40 hours per week; 52 weeks per year

\$18.97 per hour (minimum)

Location

Pontiac