



## Human Resources

Oakland Livingston Human Service Agency

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### Family Advocate

**Division:** Early Childhood

**Department:** Head Start

**Supervisor:** Family Advocate Manager

### Qualifications:

1. Bachelor Degree required. A Bachelor Degree in Social Services preferred.
2. One (1) year experience working with low income, preschool families of various racial, social and cultural backgrounds.
3. Experience as a trainer or group facilitator preferred with emphasis on parent groups.
4. Licenses required: Valid Michigan Driver's License and reliable transportation required.
5. Bilingual in Spanish a plus.
6. Must be able to meet the physical demands of the job.
7. Ability to work occasional evenings and weekends.

### Job Mission:

Responsible for building strong relationships with Head Start Families and help them achieve family goals and aspirations using all resource available.

### Essential Duties:

1. Promote family wellness and family engagement to assigned Head Start Families.
2. Work as a liaison between classroom and home setting in the area of education, child development and mental health.
3. Provide Need Assessment, Goal setting, support, referrals, advocacy, case management, follow up and maintain up-to-date file documentation.
4. Conduct re-enrollment with families.
5. Carry out all other duties as assigned by supervisor.

### Hours & Wage

\$15.71 per hour (minimum)

40 hours per week; 52 weeks per year

24 hours per week; 52 weeks per year

### Location

Pontiac, Michigan

### Deadline to Apply