



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

Division: Early Childhood

Department: Early Head Start /Head Start

Supervisor: Family Advocate Manager

FLSA Status: Non-Exempt / Non Union

Qualifications:

1. Bachelor degree required. A Bachelor degree in social services is preferred.
2. One (1) year experience working with low income, preschool families of various racial, social and cultural backgrounds.
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. Ability to work occasional evenings and weekends.

Job Mission:

Responsible for building strong relationships with Early Head Start /Head Start families and helping them to meet needs and achieve family goals using all resources available.

Performance Standards:

1. Promote and support family wellness and family engagement programs to assigned Early Head Start/Head Start families
2. Work as a liaison between classroom and home settings in all content areas including early education, child development, health, nutrition and mental health.
3. Bridge families from Early Head Start to Head Start programs and services.
4. Recruit eligible families throughout the community
5. Conduct enrollment/re-enrollment with families, including entering all data into agency database.
6. Provide needs assessment, goal setting, support, referrals, advocacy, case management, follow up and maintain up-to-date file documentation
7. Ensure all health/dental screenings and follow-up for children per Head Start performance standards.
8. Carry out all other duties as assigned by supervisor

Hours & Wage

40 hours per week; 52 weeks per year

\$17.72 per hour

Two (2) openings

Location

Pontiac

Job Title: Family Advocate (EHS & Head Start)

Division: Early Childhood

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	1	This position varies daily, driving to multiple sites and several floors.
Stand	2	Picking up of supplies, loading/unloading and storing them.
Walk	4	Interactions with children, families and staff on a daily basis.
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	Yes	at socializations with children and parents
Reach above	Yes	to get books/binders/supplies
Crouch	Yes	low files/mailboxes/working with children
Balancing	Yes	
Squat	Yes	working with children
Climb	Yes	climbing stairs
Shoulder level	Yes	to get books/binders/supplies/files
Kneel	Yes	speaking/working with children
Pushing	Yes	pushing carts of supplies, files, donations, meeting items

	Pounds	Comments
Weight Carried	26-50 lbs.	

	Pounds	Comments
Weight Lifted	26-50 lbs.	

Date: May 17, 2022