



IRONBOUND COMMUNITY CORPORATION

Program Name:	Ironbound Early Learning Center
Job Location:	1 New York Ave
Job Title:	EHS Family Advocate/Receptionist
Reports to: Petra Lebrón	Title: Parent, Family and Community Engagement Manager

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

ICC-ELC has a full time position as Family Advocate for the Early Head Start Program. This position assists families in the program to fulfill their social service needs. This position also builds community partnerships with agencies and institutions that assists our community.

ROLES AND RESPONSIBILITIES

- Ensure Head Start and NAEYC Standards are met
- Link home and school
- Recruitment, registration, enrollment and attendance of all children

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Serves as a liaison between families and the Center to enhance the relationship between staff and families
- Assist families in setting goals, connecting with appropriate community resources
- Refer families to appropriate resources and follow up
- Assists families with transitions
- Collaborates on parents' education activities, workshops and events
- Serves as a liaison between Early Intervention Services, teacher and disabilities' coordinator
- Track Early Intervention Therapists' visits through a log
- Conducts intake process in an organized and efficient manner
- Ensures all intake forms are complete, correct and in compliance with HS Performance Standards
- Attends community activities and events such as parades, festivals, community walks, health fairs and conferences in efforts to conduct outreach for the program
- Maintains a file for each enrolled family in a locked cabinet
- Attends all required workshops, trainings and meetings

- Completes a minimum of two annual home/personal visits with each family
 - Maintains confidentiality for individual children and families and protect privacy of records
 - Respects diversity, appreciates the culture of each child, and establishes partnerships with family members actively and meaningfully
 - Recognizes the family as the primary context for children’s development and learning
 - Respects and support all participants equally
 - Establishes effective oral and written communication with families
 - Is responsible for reporting attendance
 - Recognizes subtle signs of physical, emotional, and sexual abuse and neglect, and report suspected cases
 - Models collaborative behavior and teamwork
 - May be needed to substitute sporadically
 - Assumes an equal share of the joint housekeeping responsibilities
 - Maintains good attendance, and professional attitude and loyalty to the organization at all times
 - Maintains good punctuality, and high standards of personal cleanliness and present a neat and professional appearance at all times
- A minimum of an Associates Degree in social work, human services, family services, counseling or related field or Family Development Credential or the intent to obtain immediately after hiring.
 - Must be willing to take a paid for course in Infant and Toddler Care

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “Family Advocate/Receptionist”