



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Early Learning Center		
Job Location:	1 New York Avenue Newark New Jersey 07105		
Job Title:	Family Advocate		
Reports to:	Petra Lebrón Jane Mello	Title:	Early Learning Center Director

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

The Ironbound Community Corporation (ICC) is a 52-year old 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, community development initiatives and family services.

ROLES AND RESPONSIBILITIES

- Ensure Head Start , Newark District , Head Start and NAEYC Standards are met
 - Link home and school
 - Recruitment, registration, enrollment and attendance of all children
 - Assess family needs and provide referrals
 - Assist families in setting goals, connecting with appropriate community resources and making transitions
 - Assess family health insurance needs
 - Serves as a liaison between families and the Center to enhance the relationship between teachers and families
 - Is knowledgeable about community resources and referrals for parents and how to connect them
 - Collaborates on parents' education activities, workshops and events based on their needs and /or suggestions
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- Serves as a resource to the preschool intervention and referral team along with teacher
- Conducts intake process in an organized and efficient manner
- Makes sure all intake forms are complete and correct
- Provides reports to the District and Head Start as needed
- Attends community activities and events such as parades, festivals, community walks, health fairs and conferences
- Maintains a file for each enrolled family in a locked cabinet
- Attends all required workshops, trainings and meetings
- Completes a minimum of three annual home/personal visits with each family
- Maintains confidentiality for individual children and families and protect privacy of records

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Minimum credential or certification in social work, humans services, family services, counseling or a related field or FDC credential necessary or the intent to obtain immediately after hiring
- Bilingual (English/Portuguese)
- Knowledgeable about HS performance standards preferred
- Must have state CARI check and fingerprint completed
- Ability to relate, with sensitivity, to parents/guardians and preschool children
- Certified in first aid and CPR
- Must hold a current driver's license and own a car for home visits

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

- Serves as a liaison between families and the Center to enhance the relationship between teachers and families
- Maintains confidentiality for individual children and families and protect privacy of records
- Assist families in setting goals, connecting with appropriate community resources and making transitions

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

- Assist families in setting goals, connecting with appropriate community resources and making transitions
- Assess family needs and provide referrals
- Serves as a resource to the preschool intervention and referral team along with teacher

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

- Completes a minimum of 3 annual home/personal visits with each family
- Maintains a file for each enrolled family in a locked cabinet

- Link home and school

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

- Attends all required workshops, trainings and meetings
- Collaborates on parents' education activities, workshops and events based on their needs and /or suggestions
- Attends community activities and events such as parades, festivals, community walks, health fairs and conferences

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

- Ensure Head Start , Newark District , Head Start and NAEYC Standards are met
- Recruitment, registration, enrollment and attendance of all children
- Is knowledgeable about community resources and referrals for parents and how to connect them

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. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. 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.

Salary range/Hourly for this position is commensurate with experience. ICC offers a competitive compensation package including health benefits, generous time off policy, and 403(b) plan. Remote work option available for this position.