



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	Title:	Parent Family and Community Engagement Manager

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 55-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.

The Family Advocate is a key role within the Preschool/Head Start program, responsible for coordinating comprehensive family services, engaging families in their child’s development, and ensuring their well-being. This position ensures services are delivered in accordance with Head Start regulations, Newark Public Schools District policies, New Jersey Office of Licensing requirements, and NAEYC guidelines.

ROLES AND RESPONSIBILITIES

Case Management:

- Manage a caseload of families using a strengths-based approach, supporting families in identifying goals, strengths, and needs.
- Develop and implement Family Partnership Agreements in collaboration with families, supporting progress toward family-identified outcomes.
- Provide ongoing case management, including needs assessments, referrals, follow-up, and coordination of services.
- Maintain accurate, up-to-date, and confidential records of family services, contacts, and progress.

- Conduct a minimum of three (3) home or center visits per year to support family engagement and goal attainment.

Family Engagement and Relationship Building:

- Serve as the primary point of contact for assigned families, building trusting and respectful relationships.
- Promote active family participation in the program, including parent meetings, Policy Council, workshops, and events.
- Support families in their role as their child’s first and most important teacher.
- Serve as a liaison between families and the Center to strengthen family–teacher partnerships.
- Ensure communication is culturally and linguistically responsive.

Community Partnerships and Referrals:

- Assess family needs and connect families to appropriate community resources and services.
- Maintain knowledge of community agencies and supports available to families.
- Collaborate with internal teams and community partners to ensure coordinated services.

Recruitment, Enrollment, and Attendance:

- Support recruitment, registration, and enrollment efforts to maintain full enrollment.
- Monitor attendance and follow up with families to address barriers to regular participation.
- Promote consistent attendance and engagement.

Compliance and Program Expectations:

- Ensure all services meet Head Start Performance Standards, Newark Public Schools requirements, New Jersey Office of Licensing regulations, and NAEYC standards.
- Attend required trainings, meetings, and professional development opportunities.
- Participate in program events, outreach activities, and community initiatives.
- Performs additional responsibilities as assigned to support program operations and family outcomes.

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Minimum credential in Social Work, Human Services, Family Services, Counseling, or a related field, or Family Development Credential (FDC), or willingness to obtain upon hire.
- Bilingual (English/Spanish, English/Portuguese) preferred.
- Knowledge of Head Start Performance Standards preferred.
- Ability to relate with sensitivity and respect to families and young children from diverse backgrounds.
- Strong organizational and communication skills.
- Team player with the ability to collaborate effectively.
- Certified in First Aid and CPR (or willingness to obtain).
- Must hold a valid driver’s license and have access to a vehicle for home visits.
- Must complete required background checks (CARI and fingerprinting)

CORE VALUES

Mutual Respect:

We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in all interactions with clients and colleagues.

- Serves as a liaison between families and the Center to enhance relationships
- Maintains confidentiality and protects family privacy
- Supports families in goal setting and transitions

Empathy:

We strive to understand the experiences of others and respond with compassion and support.

- Assesses family needs and provides appropriate referrals
- Supports families through challenges using a strengths-based approach
- Serves as a resource to the intervention and referral team

Fairness and Transparency:

We are committed to open, respectful, and two-way communication.

- Completes required home/center visits
- Maintains organized and secure family records
- Promotes strong home-school connections

Commitment to Excellence:

We provide high-quality services and continuously improve our practice.

- Attends trainings and professional development
- Collaborates on family engagement activities based on family interests and needs
- Participates in community events and outreach

Accountability:

We are responsible for program quality and outcomes.

- Ensures compliance with Head Start, district, licensing, and NAEYC standards
- Supports recruitment, enrollment, and attendance efforts
- Connects families to appropriate resources and services

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.

Revised on May 7,2026.