



**TITLE:** Family Advocate  
**CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** PFCE Supervisor  
**DEPARTMENT:** PFCE  
**EMPLOYMENT STATUS:** Full Time/Schedule varies based on program needs

**LOCATION:** Hoboken, NJ  
**EMPLOYMENT STATUS:** Full Time  
**PROGRAM:** Early Childhood  
**SALARY RANGE:** TBD

**ESSENTIAL FUNCTIONS:**

- Conduct outreach activities for the recruitment of children; complete intake/registration process of prospective enrollees and provide orientation on philosophy of program and services provided to prospective parents/guardians.
- Develop, in collaboration with the family, an individualized family partnership plan with goals and action plans, including timelines and responsibilities, and follow up with families on the progress toward meeting their goals.
- Advocate for families as needed, support them in advocating for themselves and assist families in crisis.
- Utilize the child and family tracking software by performing data entry functions and generating and analyzing reports.
- Maintain accurate and up to date children files and secure all required documentation including: written authorizations, CACFP documentation, screenings, assessments and immunizations and health history.
- Administer medication to enrolled children in accordance with the program's "Medication Administration Policy and Procedures."
- Administer health screenings and assist education staff and parents/guardians with conducting developmental screenings and assessments, reviewing Individual Education Plans, Nutrition, Speech and/or Emotional-Behavioral assessments/plans.
- Conduct home visits for all children and families enrolled as needed and appropriate.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

**MINIMUM REQUIREMENTS:** (Must be fully met in order to qualify for position)

- Family Development Credential (FDC) or ability to obtain within 18 months of hire or degree in Social Work, Human Services, Family Services, Counseling or related field
- 2 years' experience working in Human Services or Early Childhood Development fields.
- Proficient computer skills, including data base systems, and access to email and internet.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

**ADDITIONAL PREFERRED QUALIFICATIONS:** (Optional, used to determine best match in candidates)

- Associate's or higher degree in Social Work, Human Services, Family Services, Counseling or related field
- 2 years' experience working with children and their families in social services of designated program, Head Start/Early Head Start and NAEYC standards.

Submit Resume to [hr@hopes.org](mailto:hr@hopes.org)

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