



IRONBOUND COMMUNITY CORPORATION
Job Description Form

Program Name:	Early Learning Center		
Job Location:	1 New York Ave. Newark, NJ 07015		
Job Title:	Family Advocate		
Reports to:	Grace Blanco	Title:	Early Learning Center Director

Hours: 40 hours per week (Monday-Friday)	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: Eligible for Competitive Medical Benefits, Paid Time off, Paid Holidays, and Retirement Fund.
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JOB DUTIES

The Ironbound Community Corporation (ICC) is a 45-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 1000 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

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

ROLES AND RESPONSIBILITIES

- 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
- 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 two annual home/personal visits with each family
- Maintains confidentiality for individual children and families and protect privacy of records
- Respects diversity, appreciate the culture of each child, and establish partnerships with family members actively and meaningfully
- Recognizes the family as the primary context for children's development and learning
- Respects and support all participates equally
- Establishes effective oral and written communication with families, and share information
- 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
- Assumes an equal share of the joint housekeeping responsibilities
- Maintains good attendance
- Maintains good punctuality
- Maintains the highest standards of personal cleanliness and present a neat and professional appearance at all times

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	<ul style="list-style-type: none"> • Maintains a professional attitude and loyalty to the Organization at all time 		
	<ul style="list-style-type: none"> • At minimum a 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 finger print 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 		
<p>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.</p>			
<p>If interested, please send a resume and cover letter to hiring@ironboundcc.org with the subject line "Family Advocate"</p>			