



Family Advocate

We are seeking a Family Advocate for our **Head Start** program which is located in the Point Breeze area in South Philadelphia. The Family Advocate is responsible for providing high quality social services to families and children enrolled in the program. This position is responsible for program continuous recruitment, intake, screening, assessment and referrals to available resources that support program retention, sustained attendance, full utilization of supports, and successful kindergarten transitions. *This is a full-time, administrative position with competitive salary and benefits.*

Skills and Knowledge: Associate degree in Social Work, Child Development, Early Childhood Education, Public Administration, or a related degree. Bilingual preferred.

- ◆ Strong case-management skills
- ◆ Experience with supporting children's social and emotional growth
- ◆ Proven track record of supporting families to set and meet goals, access community services and resources, and involvement with their child's development, education and health
- ◆ Knowledge of Head Start standards & ECE curriculum a plus
- ◆ Ability to relate well with a multicultural clientele
- ◆ Excellent oral and written communication skills reflecting strong customer service and the ability to interact effectively with parents/guardians
- ◆ Ability to maintain high level standards of confidentiality in regard to center, staff and family matters
- ◆ Demonstrated ability to collaborate and serve as a team player
- ◆ Bilingual, Spanish preferred, not required.
- ◆ Thorough and organized with the ability to work in a fast paced environment
- ◆ Physically capable of performing necessary tasks which may include: lifting, carrying, supporting, and otherwise caring for young children

Qualified candidates may email Cover Letter / Resume melc-hr@melc.org.

MELC is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, sexual orientation, political affiliations, marital or veteran status. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.