

Are you passionate about helping others? Do you want to unleash your purpose and potential?

Come join our dynamic social service enterprise as we help over 200,000 individuals across the Chicagoland area.

Position Title: Family Advocate

Company: YWCA Metropolitan Chicago

Salary: Commensurate upon experience

Classification: Full Time; Exempt

Reports to: Family Services Manager

Location: Addison, IL

YWCA Metropolitan Chicago is the oldest and largest women's organization in the region, with a mission to eliminate racism and empower women. To learn more about the YWCA Metropolitan Chicago, please visit our website at <https://ywcachicago.org>.

SUMMARY: Works with families and child care partners to develop trusting relationships while assisting Head Start families with services needed to become self-sufficient.

ESSENTIAL RESPONSIBILITIES:

- Recruits, enrolls families/children,
- Develops and implement individualized Family Partnership agreements with families.
- Ensures eligibility, recruitment, selection, attendance, family and community engagement criteria are met
- Coordinates with the Economic Empowerment program to provide training for Families
- Conducts home visits with families in collaboration with the Head Start Teacher.
- Engages with community stakeholders to develop partnerships that support the needs of families.
- Provides ongoing engagement with families to set individual goals and offer resources
- Meets requirements of the Head Start Performance Standards
- Coordinates with child care partners to develop and implement parent committee meetings at the child care partner site.
- Works closely with ERSEA Specialist to ensure continued eligibility and proper submission of documents for families
- Work closely with Health Consultant to ensure proper documentation and compliance of required health documents – Ensures children's health requirements are met, on-going monitoring, and follow up is documented.

KEY DELIVERABLES:

- Establishes trusting professional relationships with each assigned family and child care partner.
 - Actively participates in YWCA events and activities.
 - Builds and fosters relationships with key stakeholders.
 - Maintains a strong understanding of Early Head Start Performance Standards and YWCA policies and procedures.
 - Coordinates with other key YWCA programs including CCAP, Tummy, Training and Economic Empowerment.
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NON-ESSENTIAL RESPONSIBILITIES: Participate in administrative and program meetings, as appropriate. Participate in ongoing YWCA events and activities.

OTHER DUTIES AS ASSIGNED: Other duties outside of the responsibilities of the position may be assigned, whether for a project, special needs task or other assignment.

QUALIFICATIONS:

- Fluency in written and spoken English and Spanish preferred.
- Ability to pass a health examination and a criminal background check.
- A demonstrated ability to work independently, while prioritizing and managing multiple assignments simultaneously as needed.
- Must be able to travel.
- Ability to work nights and weekends as needed.
- Well-developed problem-solving, communication skills and work closely as a member of a team.
- Ability to adapt to change.
- Ability to work collaboratively with individuals from various education, socioeconomic, and cultural backgrounds.
- Thrives in an environment in which collaboration, partnership, and empowerment are the key cultural elements.

Professional Training Required: A minimum of fifteen (15) hours of professional training related to Early Childhood and/or to the responsibilities of the position is required annually.

PERFORMANCE EXPECTATIONS:

- Alignment on the key deliverables
 - Coachability and openness to developmental feedback
 - Establish and meet deadlines
 - Prioritization of tasks
 - Optimization of efficiency
 - Strong interpersonal relationships with families to contribute to the healthy development of children
 - Strong understanding of programs and overall mission of the YWCA
 - Strong understanding of Child Care Assistance program, Economic Empowerment programs as well as other social service programs available to parents in the Chicagoland area.
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EDUCATION REQUIRED: Credentialed or certified in social work, human services, family services, counseling or a related field; BS degree in social work preferred.

CERTIFICATION(s) REQUIRED: NA

WORK ENVIRONMENT: The work environment includes offices; members and visitors may visit with children. The noise level is usually moderate. Movement requirements include walking, stooping or kneeling. There may be a need to reach, lift or move objects, such as packages, supplies and computers. Normal (or corrected) vision range; ability to see color and to distinguish letters, numbers and symbols are necessary to the work, which may require close viewing. Occasionally may need to lift and/or move up to 30 pounds. Communication needs include seeing, hearing and speaking. While in the office, there will be periods of sitting, holding a telephone and using computers. Reasonable accommodations will be made for an incumbent to meet the essential responsibilities of the position.

WORK SCHEDULE: Monday-Friday, 37.5 hours per week, one evening per month availability based on parent scheduled. Must be able to travel to partner sites and required professional development trainings. Schedule can vary depend on the needs of the agency.

Benefits Portfolio: Medical, Dental, Vision, Life, Flexible Spending (FSA), Transit, HSA, Short & Long Term Disability, Employee Assistance Program, etc.

YWCA Metropolitan Chicago is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. YWCA Metropolitan Chicago will provide reasonable accommodations for qualified individuals with disabilities.

If interested, please visit <http://ywcachicago.hrmdirect.com> to begin your application.

This job description is not intended to represent a complete list of all duties and responsibilities. There may be unplanned activities and other duties assigned.