



Job Description – Family Advocate

Reports to:	Family Services Manager
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

Bright Beginnings, Inc. is non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

Summary: Family Advocates are responsible for providing high quality case management and supportive services to families enrolled in the Bright Beginnings, Inc. (BBI) Head Start/Early Head Start programs. Through Center-Based and Home-Based Program Options, the Family Advocates will provide case management support through our supportive services programming. The Family Advocate is the lead member of the CARE Team and coordinates the delivery of Access to Services through Childcare; Parenting; Health and Wellness; Therapeutic, Workforce Development; and other Family Support Services according to the BBI Self-Sufficiency Matrix.

Essential Duties:

1. Serve as the lead member of the CARE Team.
2. Maintain a caseload of 45-50 families.
3. Ensure families are progressing on the BBI Self-Sufficiency Matrix through ongoing case management monitoring, as well as, refer children to the Multi-Disciplinary Team in coordination with the Education Team.
4. Maintain child files in HMIS, HSES and ChildPlus by entering case notes, home visits, referrals, family partnership agreements, and other follow-up services.
5. Serve as a liaison to the education team and instructional staff to address chronic absenteeism.
6. Conduct home visits with families on caseload when there are attendance concerns in order to address the concerns and support families.
7. Assist families with transition to kindergarten, including providing kindergarten registration information and coordinating kindergarten visitations.

8. Support families in crisis situations and support the progress toward self-sufficiency with the appropriate resources and interventions according to the BBI Self-Sufficiency Matrix.
9. Provide support services to families, inclusive of the direct provision of education, health, nutrition, and social services.
10. Assess family needs and support parents around identifying and pursuing family goals, particularly in the areas of housing, education, employment, mental health, and childcare.
11. Collaborate with other program staff and consultants (social services, workforce development, disabilities/mental health, health/nutrition, education) to ensure necessary services are in place to meet needs of parents and children.
12. Collaborate with other non-profits and city agencies (including housing providers) in coordinating services and resources for families.
13. Support parent engagement in all aspects of BBI programming through planning parent workshops, securing guest speakers and implementing parent activities based on parent interests and the BBI Self-Sufficiency Matrix.
14. Assist with the planning of Policy Council meetings.
15. Assist with program recruitment and enrollment activities.
16. Attend all required individual and team supervision sessions/meetings.
17. Participate in all required professional development opportunities.
18. Maintain confidentiality of information at all times.
19. Other duties as assigned.

Qualifications:

1. Mission and culture alignment;
2. Baccalaureate degree preferred in social work, child development, family services and/or psychology or other related field.
3. Completed or master's degree in progress and/or 2 years of experience within a related field strongly preferred.
4. Bilingual in Spanish or Amharic (speaking and writing) preferred, but not required;
5. The ability to problem-solve, handle crises, and work with families and children of various cultures and low-income backgrounds;
6. Demonstrated knowledge of local social service resources preferred.
7. Excellent organizational, time management, and communication skills.
8. Ability to work both independently and collaboratively;
9. Must demonstrate flexibility in work settings, maturity of judgment, and ability to work collegially.
10. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families, and the community.
11. Must maintain training and professional development credits current;

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Equal Opportunity Employer and Provider.

12. Strong computer skills with proficiency in Windows-based programs, such as the Microsoft Office Suite.
13. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
14. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE