

## Kalamazoo County Ready 4s Job Responsibilities / FAMILY ADVOCATE – Part Time

### **JOB DESCRIPTION**

The Family Advocate is responsible for implementing the parent involvement, family partnership, and community partnership functions for the KC Ready 4s supported programs – Escuelita Nuavo Horizonte and Learning Village on lake St. The Family Advocate assists with recruitment and enrollment of children for the program, and then uses a family communication and home visiting framework to support and assist a caseload of families to identify and meet goals they establish. Available position is part-time, year-round, with up to 20 hours per week. Hourly rate ranges from \$14-16 per hour. Benefits include mileage reimbursement, employer contribution to a Simple IRA upon eligibility, and an employee assistance program which includes access to telehealth, counseling, and more.

They will use knowledge of the principles of family support and case management to collaborate with related service areas and communicate with internal and external stakeholders. They will provide opportunities for families to become involved and engaged with the program, and to interact with one another in parent meetings. They will apply a family-centered, strength-based approach in services delivered. The Family Advocate will have high expectations for families and works to motivate and inspire them to increase their involvement and assume the responsibilities of their children’s education, health, and overall wellbeing.

#### Essential Duties and Responsibilities:

The family advocate’s responsibilities chiefly fall within the following core functions, although they may perform other tasks as needed:

- A) Recruitment, Selection, and Enrollment
- B) Parent Involvement events & Family Partnership Building
- C) Community Partnerships
- D) Service Coordination
- E) Ongoing Monitoring and Record Keeping

This position was created through special grant funding from Shared Prosperity Kalamazoo & the selected Family Advocate must be able to meet & measure grant outcomes.

#### **Qualifications:**

- 1) Bachelor's degree in social work or related field or at least two years of experience working with economically disadvantaged families;
- 2) Bilingual in Spanish required
- 3) Reliable transportation and a valid Michigan driver’s license preferred.
- 4) Knowledge of Child Development

Or any comparable combination of education, training or experience. Must possess excellent listening skills, the ability to develop positive relationships with families, and experience in utilizing community resources.

### **Application Procedure**

Interested candidates must respond to Caroline Bearup, Office Manager at [cbearup@kcready4s.org](mailto:cbearup@kcready4s.org). A complete candidate application should include:

1. A resume and letter of interest in the position, including relevant experience.
2. Contact information for three professional references.

Anticipated Start Date: September

### ***Commitment to Equity and Inclusion***

***KC Ready 4s strives to be equitable and inclusive in all interactions, processes, and procedures. This commitment includes recruitment and retention of staff of diverse identities, experiences, and thoughts that contribute to our values and mission. We encourage all who meet minimum qualifications to apply and preference given to candidates who:***

- ***Have demonstrable experience with effectively engaging individuals from diverse backgrounds; including but not limited to traditionally marginalized populations***
- ***Model flexibility and patience to adapt to inevitable changes in society and the workplace***
- ***Commit to ongoing growth and development in the areas of cultural agility, equity and inclusion***