

**COMMUNITY ACTION, INC. OF CENTRAL TEXAS
JOB VACANCY NOTICE # 17-17**

Page 1 of 3

Date Posted: April 19, 2017

Program:	Early Childhood Education	Position:	Family Advocate Assistant
Location:	Bonham Head Start – San Marcos	Status:	Regular Full-Time
Schedule:	M-F; 8AM-5PM	Salary:	\$12.45-\$14.15/Hr
Application Deadline:		Open Until Filled	

Mission:

Community Action develops opportunities for people and communities to realize their potential.

Strategic Function:

Participate in the realization of the Community Action Mission: Community Action mobilizes its resources and engages the community to families out of poverty and to ensure their children's success in school.

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

- 1. Approaches communication with children, parents, staff, and community with the intent to preserve relationships.
- 2. Assists in receiving and forwarding all incoming phone calls and relays messages.
- 3. Assist with COPA data entry.
- 4. Interpret for Spanish dominant families.
- 5. Work with the Family Advocate to maintain a tracking system of all enrolled children regarding physical and dental exams, any needed follow-up to these exams and the child immunizations as outlined in the Procedures for Health Services for Children.
- 6. In coordination with the Family Advocate, assist with transporting families to dental and medical appointments.
- 7. Call families and send home notices to remind them of scheduled appointments.
- 8. Assists in maintaining child's files.
- 9. Adhere to all Community Action, Inc. Transportation Procedures.
- 10. Assist the Family Advocate to follow-up on child absences.
- 11. Assist in gathering application information throughout the year.
- 12. Assists the Family Advocate to schedule and prepare for family visits.
- 13. Assist the Family Advocate to organize PAT materials and prepare PAT activities for home visits and group meetings.
- 14. Performs tasks related to office procedures and functions; they include typing, filing, laminating, Xeroxing, duplicating.
- 15. Assist Family Advocate to search the world wide web for information and referral sources for families.
- 16. Reports all suspected child abuse to the Child Abuse Hotline at 1 800 252 5400 and to the ERSEA and Family Engagement Coordinator.
- 17. Assures confidentiality is maintained at all times.
- 18. Is a positive role model for children and families.
- 19. Interacts with staff, volunteers and visitors in a pleasant, effective manner.
- 20. Cooperates and works as a team in the workplace by assisting others as time allows.
- 21. Assist with the preparations for Parent Committee Meetings and Parent Education Opportunities.
- 22. Participates in workshops, in service training and make use of all personal and professional growth opportunities.

23. Meet all deadlines according to program projections.
24. Perform additional tasks as assigned by Supervising Family Advocate.
25. Attend staff meetings.
26. Flexibility with work schedule and location as needed based on program needs.
27. Arrives on time and works designated hours.
28. Interprets for Spanish speaking families (Bilingual Only)
29. Assist with riding with children in authorized agency vehicles following all transportation and safety procedures.
30. Assist with classroom transitions as needed (ex. potty breaks, etc.)

General Indicators:

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

Qualifications:

Preferred:

60 hours toward degree in Social Work or related degree program
1-2 years experience working in a social service environment that required communicating with the public
Ability to communicate (verbal and written) in both Spanish and English (English Speaking Positions Only)

Required:

High School Diploma or GED and
Currently enrolled in Social Work or related degree program with a minimum of 2 years experience in a social service environment or administrative/office environment that required communicating with the public
OR
High School Diploma or GED and
Currently enrolled in non-related degree program with a minimum of 2 years experience in a social service environment or administrative/office environment that required communicating with the public
OR
Non-Related Degree with minimum of 1 year experience working in a social service environment or administrative/office environment that required communicating with the public
OR
Social Work or related degree with no experience

Ability to communicate (verbal and written) in both Spanish and English (Bilingual Positions Only)

Physical Requirements:

Be able to lift 25-30 pounds.

Other Requirements:

1. Daily access to transportation.
 2. Valid Texas Driver's License-Class C
 3. Vehicle insurance (personal injury and liability)
 4. Must be flexible with hours
 5. Initial Health Exam required for all Head Start staff at the employee's expense.
 6. Initial and annual TB screening are required for all Head Start staff at the agency's expense.
 7. Must be at least 21 years old
 8. Criminal Background Check required for all Head Start staff at the agency's expense.
 9. Fingerprinting required for all Head Start staff at the employee's expense.
-

**CANDIDATES WILL NOT BE INTERVIEWED WITHOUT A COMPLETED
EMPLOYMENT APPLICATION.**

Interested applicants should mail applications to:

Ruth Salinas
P.O. Box 748,
San Marcos, TX 78667-0748

or email to

hrdept@communityaction.com

For additional information about Community Action, Inc. visit our Website at

www.communityaction.com.