



JOB ANNOUNCEMENT

JOB TITLE:	African American Child Care Family Advocate
PROGRAM:	Early Learning Department
SUPERVISED BY:	Early Learning Program Manager
EMPLOYMENT STATUS:	Full-time, regular, non-exempt
SALARY:	\$2,583.33 to \$2,750.00 per month, DOE

BASIC RESPONSIBILITIES:

Under the supervision of the Early Learning Program Manager, the African American Child Care Family Advocate (AACCF) provides training and assistance to the City of Seattle's contracted licensed child care centers and home care providers that primarily serve low-income African American families and others in Southeast Seattle. Priority is given to low-income African American families with children age's birth -12 years old enrolled in early learning and school-age programs such as Step Ahead Pre-K, Family, Friends and Neighbor care, City of Seattle Comprehensive Child Care Subsidy Program, City of Seattle Child Care Nutrition, and families on the City's waiting list. This position will help identify and access culturally relevant and responsive services that will help to stabilize their lives through social, emotional or educationally supportive resources and services, while providing comprehensive, integrated services that address the needs of the entire family. Evening and weekend hours will be required.

GENERAL EXPECTATIONS:

- Support and comply with the values and policies of Atlantic Street Center (ASC).
- Work as part of the Early Learning Department, Rainier Beach Family Center (RBFC), ASC Youth and Family Leadership Development and relevant agency teams.
- Abide by the agency's confidentiality policies.

SPECIFIC DUTIES:

1. Know and understand Atlantic Street Center's RBFC contract with the City of Seattle for provision of African American Child Care Family Advocate and other family support programs and services.
2. Provide information and referral to culturally appropriate community agencies, with a strong emphasis on serving African-American families, especially those with children enrolled in identified early childhood and/or child care programs in SE Seattle. Utilize problem solving and support skills in working with families. Collect appropriate data and provide all necessary follow-up for referrals.
3. Serve as liaison with identified families; develop and implement an effective system for communicating with parents including telephone contact, scheduling conferences at the site and/or home to gain family/child care cooperation and to allow assistance with resolution of problems. Report resolution or status to supervisor and/or designated provider.
4. Provide assistance with referrals to community programs such as Step Ahead preschools, and the Parent Child Home Program. Provide regular progress and outcomes to designated supervisor; use problem-solving and supportive skills in working with families.
5. Serve as liaison between provider, families and support service agencies. Identify and coordinate services provided by community resources in areas such as housing, health, employment training and

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support, educational opportunities, economic self sufficiency, food and nutrition services, parent education and involvement in child's early education as approved by Agency.

6. Consult with and work collaboratively with various social service programs such as Seattle King County Public Health Nurses, nutritionist, mental health consultants, Seattle Central Community College and School's Out on-site trainers, City of Seattle child care specialist, DSHS child care licenser, and all of Atlantic Street Center programs and staff.
7. Develop and implement parent support systems within child care programs and other program sites to meet the need of parents who feel isolated by bringing them into contact with other parents in similar situations

SPECIFIC DUTIES:

8. Organize and facilitate or conduct workshops and classes for child care staff and families.
9. Actively participate in evaluation of services provided to families to ensure that services meet contracted performance commitments and required outcomes.
10. Develop systems for and maintain accurate records of services as required documenting performance commitments and required outcomes.
11. Provide assistance to families in crisis situations (e.g., abuse, homelessness, death, substance abuse, and divorce) by utilizing community agencies/resources. Focus on priority population served by AACCFCA.
12. Facilitate distribution of ASC programs and services to early learning community and community at large. (e.g., newsletter, flyers, etc.)
13. Submit required monthly and quarterly program data reports in a timely manner
14. Attend relevant meetings.
15. Perform other duties and special projects as delegated by The Early Learning Program Manager.

EDUCATION AND EXPERIENCE:

1. BA/BS degree in human development, human services, early childhood education or related social services field, or AA plus 5 years approved applicable work experience required.
2. Ability to relate and work effectively with culturally, economically and educationally diverse families, staff, social service agencies and the public
3. Experience working effectively in a multicultural setting
4. Understanding of and ability to communicate Family Center philosophy
5. Understanding of and experience in the African American community and culture
6. Experience in and Knowledge of early learning and child development community

Current First Aid, Adult and Child CPR Certifications. Must be acquired within first 3 months of employment. S.T.A.R.S. and B.L.S. training required. May be acquired within first 6 months of employment.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

7. Knowledge of early learning, child development, and licensed child care centers
8. Ability to work and problem solve independently, and as integral part of a team
9. Ability to make home visits as needed and to maintain confidentiality and integrity of information
10. Ability to establish a team relationship between families, child care providers and agencies, and to generate trust and rapport with families
11. Ability to work flexible hours; ability to work in an unpredictable and unstructured environment
12. Ability to model and teach appropriate interactions between family members, including between children and parents/guardians
13. Ability to facilitate groups, workshops and classes

14. Conduct outreach in the community
15. Ability to problem solve with constituents (community, participant, partners, and staff)
16. Ability to access and navigate through local community resources
17. Develop, nurture and maintain relevant and effective collaborative partnerships
18. Effective communication, both written and oral

WORKING CONDITIONS:

- Evening and weekend hours may be required.
- This position requires use of a vehicle to attend off-site meetings, visit child care provider sites, possibly conduct home visits, etc. Must have car and valid Washington State Drivers License, proof of insurance and access to vehicle.

TO APPLY: Qualified individuals should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications to:

**Atlantic Street Center
2103 South Atlantic Street
Seattle, WA 98144**

**FAX: 206-329-2171
E-mail: jobs@atlanticstreet.org**

Atlantic Street Center is an Equal Opportunity Employer. Women, persons of color, and individuals with disabilities are encouraged to apply. Employment at Atlantic Street Center is of an at-will nature.