



JOB ANNOUNCEMENT

JOB TITLE:	Family Advocate
PROGRAM:	Rainier Beach Family Center
SUPERVISED BY:	The Family Center Program Manager
EMPLOYMENT STATUS:	Full-time, regular, non-exempt
SALARY:	\$3075.00 per month

BASIC RESPONSIBILITIES:

Under the supervision of the Program Manager, the Family Advocate assists low-income African American families and others to identify and access culturally relevant and responsive services that will help to stabilize their lives through social, emotional or educationally supportive resources and services. Priority is given to low-income African American families with children ages birth-12 years old enrolled in child care, school-age, 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 of the City's waiting list. This position will also provide 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.
- Work as part of the Youth and Family Leadership Development and agency teams.
- Abide by the agency's confidentiality policies.

SPECIFIC DUTIES:

1. Through outreach activities, provide the contracted number of families each year with information and referral to culturally appropriate community agencies including Atlantic Street Center programs
2. Provide least two culturally specific parenting classes each year for Family Center participants.
3. Enroll at least 220 new families in Family Center activities each year.
4. Direct service with families: Advocacy. Develop and implement an effective system for communicating with parents, including telephone contact and scheduling conferences; provide assistance in creating solutions, referrals to community programs such as Step Ahead preschools, Play N Learn 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. Identify and coordinate services provided by community resources in areas such as housing, health, job training, educational opportunities, economic self sufficiency, food and nutrition services, parent education, and involvement in child's early education.
6. Provide assistance to families in crisis situations (e.g., abuse, homelessness, death, substance abuse, and divorce) by utilizing community agencies/resources.

SPECIFIC DUTIES continued:

7. 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 The Rainier Beach Family Center/Atlantic Street Center staff.
8. Under direction and guidance of supervisor, assist in preparation and distribution of the Rainier Beach Family Center promotional and public relations documents (e.g., newsletter, flyers, etc.).
9. Submit required monthly and quarterly program data reports in a timely manner
10. Attend relevant meetings.
11. Perform other duties and special projects as delegated by The Rainier Beach Family Center Program Manager.

EDUCATION AND EXPERIENCE:

- AA plus 5 years related experience required or BA in social services is preferred. Understanding of and experience in the African American community and culture. Knowledge of early learning and child development
- Ability to facilitate groups, workshops and classes. Conduct outreach in the community
- Ability to navigate through community resources. Develop collaborative partnerships. Communicate effectively both written and oral. Ability to problem solve with constituents (community, participant, partners, and staff) Must have car and valid Washington State Drivers License.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Current First Aid, Adult and Child CPR Certifications. S.T.A.R.S. and B.L.S. training required.
- A valid Washington State Driver's License is required. Must be able to obtain approval from ASC's car insurance to drive agency van, or provide your own vehicle and car insurance.

TO APPLY: Qualified candidates should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications. Submit materials by mail, fax, or e-mail to:

Human Resources
Atlantic Street Center
2103 South Atlantic Street
Seattle, WA 98144
Fax (206) 329-2171
jobs@atlanticstreet.org

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