Early Childhood Bilingual Family Advocate (Full-Time)

East Durham Children’s Initiative (EDCI) is committed to improving outcomes for children and families living in a 120-block area of East Durham referred to as the EDCI Zone. Our long-term vision is to have all youth in the EDCI Zone successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. EDCI collaborates with over 30 local organizations and community members who share our vision to provide these needed resources and supports to East Durham children and families.

EDCI is seeking to fill the position of Early Childhood Bilingual Family Advocate (ECFA). This full-time, benefits-eligible position will report to the EDCI Family Advocate Program Manager. Our ECFA works closely with the Family Advocate team, community partners, and school personnel to ensure youth and caregivers are engaged and have knowledge of strategies to ensure child and family success.

The ECFA must thrive in a start-up, nonprofit environment with limited supervision. The ECFA must work creatively to leverage limited resources and external services, and function in a fast-paced and flexible work environment.

**RESPONSIBILITIES**

The primary responsibility of the ECFA is to develop and implement early childhood programming for families with children aged 0 to 8 as well as provide direct advocacy services to assigned children and their families. The ECFA will work to promote academic, social, and personal success for early childhood students in the EDCI Zone.

The ECFA will carry out EDCI and Family Advocate Program goals and objectives, adhere to EDCI policies and procedures, and perform additional duties as defined by their supervisor and the EDCI leadership team.

**Additional Responsibilities:**

- Recruit families and manage caseload of early childhood families that live within the EDCI zone;
- Create and implement family success plans in collaboration with families;
- Connect families with EDCI pipeline services and external resources;
- Conduct home visits and meetings with children and families;
- Administer developmental assessments as needed;
- Organize and facilitate enrichment and out of school time programs and activities;
- Create a network of support for families using school and EDCI resources;
- Plan and facilitate workshops and community meetings;
- Prepare and maintain case files, notes, databases, and confidential reports;
- Attend internal and supervision meetings at EDCI and with Durham Public Schools (DPS) where required;
- Adhere to EDCI and DPS policies
EDCI’S IDEAL EARLY CHILDHOOD ADVOCATE CANDIDATE

- Has prior case management experience with and knowledge of programming for children from birth to age 8;
- Has experience working in low-income communities and is dedicated to equity and inclusion;
- Is patient, motivated, and organized;
- Is dedicated to providing positive outcomes for children and families residing in East Durham;
- Possesses strong organizational and time management skills;
- Displays outstanding interpersonal skills;
- Is comfortable working in a fast-paced, results-oriented environment;
- Works collaboratively, maintains communication and positive relationships with schools and agencies to support the needs of families and children;
- Is excited to work as part of a team and on behalf of EDCI;
- Can demonstrate experience with program planning and development;
- Must be able to work some evening and weekends;

QUALIFICATIONS

- Master’s Degree in Social Work, Education, or Psychological Services preferred
- Bachelor’s Degree in Social Work, Education, or related field with five plus years work experience in early childhood, education, social work, child and youth development, or family services case management
- Bilingual English/Spanish strongly preferred

Benefits and Salary: The Early Childhood Family Advocate position is funded by EDCI, but is considered a Durham Public Schools employee and will receive their comprehensive benefits package. Salary for this position is competitive and commensurate with prior experience.

Anti-Discrimination Policy: EDCI prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. EDCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Commitment to Child Safeguarding: EDCI’s selection process reflects our commitment to keeping all children safe from harm. To this end, all EDCI staff members who may be in direct contact with children will be trained on their duty to report as well as EDCI’s Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

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 EDCI 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.

How to Apply: Applications will be reviewed immediately. Applicants should send cover letter, resume, and three references by email (please place Early Childhood Family Advocate in subject line):

Pamela Hines, Family Advocate Program Director at Pamela.Hines@edci.org