



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE
Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE
Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE
Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

FAMILY ADVOCATE III

Hours: 7:30 am – 4:30 pm

Location: Johnston, Lee & Harnett Counties

Johnston-Lee-Harnett Community Action, Inc. is seeking a Family Advocate II. The responsibilities will include:

POSITION SUMMARY

Under the direction of the Head Start Family Advocate Supervisor, the Head Start Family Advocate III will perform as a resource person for services for children and parents. Coordinate the outreach, recruitment and enrollment of children for the Head Start Program. Complete children assessments, family partnership agreements, family surveys and enrollment applications. Implement a comprehensive family services plan that identifies family goals, strengths, necessary services and other supports. Provide information and assistance to enrolled families in need of emergency assistance to include making referrals and providing individual case follow-up. Make regular and frequent home visits. Prepare and maintain detailed child and family records, and maintain confidentiality of all information acquired.

POSITION QUALIFICATIONS

- Baccalaureate degree, (minimum), preferably related to Social Work, Early Childhood Education or related field.
- Prefer individual fluent in English and Spanish.
- Ability to work with disadvantaged families.
- Good interpersonal skills and ability to work effectively as a team member and with existing social service agencies, health departments, etc.
- Good organizational skills. Ability to be flexible and accept new tasks.
- Lifting children weighing up to forty (40) pounds.
- Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
- Annual physical and TB screening.

Submit a completed application, resume and 3 letters of professional reference to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Attn: Ruby Bryant or Alisa Bizzell

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$27,698 year