



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 – 4:00 pm

Location: Johnston County

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

RESPONSIBILITIES

- The Head Start Family Advocate III serves as a resource person for children and parents.
- Coordinate the outreach, recruitment and enrollment of children
- Complete children's assessments, family partnership agreements and enrollment applications.
- Make regular and frequent home visits.
- Prepare and maintain detailed child and family records.

POSITION QUALIFICATIONS

- Baccalaureate degree, (minimum), preferably related to Social Work, Early Childhood Education or related field.
- Prefer individual fluent in English and Spanish.
- 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.

Please visit the website below to complete the online application and attach your resume:

(www.jlhcommunityaction.org),

HR TAB, EMPLOYMENT OPPORTUNITIES dropdown

Minimum Starting pay: \$39,000 year