



# 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 County**

Johnston-Lee-Harnett Community Action, Inc. is seeking a Family Advocate III. 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: \$38,472 year**

AN EQUAL OPPORTUNITY EMPLOYER  
UNITED WAY AGENCY