



Who We Are:

EPIC, Enterprise for Progress in the Community, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

What We Believe:

- The dignity and worth of the individual and respect for the diversity of cultures
 - Provision of quality services for the whole person
 - The value of families; the involvement of families in decisions which affect their members
 - Promoting the individual growth and development of our staff
 - Collaborating and cooperation with community partners based on need
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Position Title: Family Advocate (ECEAP)

Pay Level: \$ 18.00 to \$21.24 Hourly

Reports To: Center Manager

Position Summary:

To promote family engagement and provide family support, health and nutrition services through collaborative, strength-based partnerships with parents. Engage in regular communications with parents and children; provide education, information, and support using home visits, parent contacts, parent meetings and monthly newsletters. Ensure that all work is done in accordance with the service delivery plan, ECEAP Performance Standards, USDA requirements, state licensing requirements and agency policies and procedures.

Benefits:

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- 9 Paid Holidays
- Employee Assistance Program
- Basic Life Insurance
- 403 B (Employer match after 1 year or 1,000 hours)

Minimum Qualifications:

1. Must be at least 18 years of age
2. HS/GED Required
3. Valid Washington State Driver's License & Auto insurance



4. An associate degree or higher with the equivalent of 30 college quarter credits in adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to their job responsibilities. These 30 credits may be included in the degree or in addition to the degree or;
 - An approved credential from a comprehensive and competency- based Family/Social Service training program that increases knowledge and skills in providing direct services to families.
 - A Washington State ECE Home Visitor Certificate.
 - A Home Visitor Child Development Associate (CDA) Credential from the Council of Professional Recognition. * Candidates who do not meet minimal education requirements must meet this requirement within five (5) years of hire date and will be place on a Professional Development Plan.
5. Two (2) years related work experience in a classroom or social service/health setting.
6. Bilingual/Bi-literate, English and Spanish required
7. Basic computer proficiency
8. Demonstrated effective oral and written communication skills, ability to work very closely with other team members, ability to grasp a team-centered approach to delivery of services for children and families.

Preferred Qualifications: AA/ECE

Essential Job Functions:

1. Assist the Team Leader in providing developmentally and linguistically appropriate instruction to children; recognizing that children have individual rates of development as well as individual interests, temperaments, cultural backgrounds, and learning styles.
2. Function as part of a teaching team in the classroom.
3. Follow all agency policies and procedures.
4. In partnership with the Team Leader, the Family Advocate will:
 - Perform all work in accordance with ECEAP Performance Standards and as outlined in the service delivery plan.
 - Assist in the implementation of the lesson plan; and support with classroom activities.
 - Support the individualization of services to children.
 - Coordinate the timely completion of developmental assessments and health screenings, as required.
 - Maintain all required paperwork and written records as required.
 - Maintain a safe, healthy and sanitary environment ensuring that children are supervised at all times.
 - Respond to crisis or emergency situations that may occur; provide first aid, CPR, and access emergency services as needed.
 - Be committed to characterizing a culture of safety within our centers, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of “See Something, Say Something”.



- Actively participate in staffing with the classroom team as needed to improve children’s learning and success.
 - Actively engage in coaching sessions by; being open to apply and analyze new teaching practices with the support of the ECEAP Coach.
 - Assist in developing monthly newsletter.
 - Conduct home visits as required by Performance Standards, ensuring that all timelines are met.
5. Perform the following Family Support & Health duties in accordance with agency policy, ECEAP Performance Standards and the service delivery plan to ensure families are school ready:
- Recruit and enroll families assuring that all eligibility requirements are met and that all documentation is accurate.
 - Assemble and maintain the Child and Family File as required by the service delivery plan, assuring that the file is kept confidential.
 - Maintain ELMS database to ensure timely and accurate data entry and deadlines.
 - Assist families to obtain a current and up-to-date well-child and dental exam for the enrolled child(ren).
 - Assure implementation of all health activities including individualized health care plan, referrals and follow-up.
 - Maintain current updated Emergency Information forms.
 - Actively work to link the family into existing community resources, including transportation, medical, dental, mental health, food, clothing, early intervention programs, etc.
 - Assist the family in identifying, developing and reaching family goals as outlined in the Mobility Mentoring process.
6. Attend family nights, parent meetings and all relevant center activities; participate in family status reviews, classroom briefing and de-briefing sessions; provide written and verbal translation for staff and families, as needed.
7. Participate in the growth and strengthening of their early childhood education skills and knowledge throughout the development of their individual learning goals and attendance at meetings, trainings, workshops and classes. Attend training workshops and classes, as directed.
8. In the absence of the Team Leader, the Family Advocate may be assigned leadership responsibilities in classroom operation, management of children, and direction of staff and volunteers.

Other Job Functions:

1. Articulate EPIC’s mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
2. Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
3. Communicate effectively by sharing concerns openly and honestly with appropriate staff members, observes confidentiality in all dealings related to program, staff and families.



4. Provide and maintain a safe, healthy, responsive and nurturing learning environment for all children by modeling professional behavior, open communication, embodying a culture of safety and utilizing effective conflict resolution skills.

Working Conditions/Physical/ Mental Abilities and Processes:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Duties are performed primarily in an office setting.
- Work requires long periods of sitting or standing.
- Work requires walking, stooping, kneeling, light lifting, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to lift a maximum of 50 pounds
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Frequent travel to and from site within geographic service area.

Additional Skills and Conditions:

- Excellent people skills.
- Sound and mature judgment.
- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word, and MS Excel.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

Equipment Operated:

Personal computer, telephone, copy and fax machines

Conditions of Employment:

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.
2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of COVID vaccination.
4. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
5. Current Food Handler card (obtain the training within thirty (30) days of employment).



6. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment.
7. Complete Child Abuse and Neglect training and all other mandated training.
8. Executive Director Approval.

EPIC is proud to be an Equal Employment Opportunity Employer

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)

I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

Signature

Print Name

Date

The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time