

**Position:** (Full-Time) Family Advocate  
**Primary Worksite:** EHS Center  
**Person Reports To:** PFCE Manager  
**Salary Range:** \$ 35,000 – \$45,000 annually

**Main Office**  
11404 Lake Sherwood Avenue N.,  
Ste B  
Baton Rouge, LA 70816



**To Apply: Email Resume and Cover Letter to [apply@ywca-br.org](mailto:apply@ywca-br.org)**

### **Commitment:**

This is a full-time position offering salary commensurate with credentials and experience.

### **Job Summary:**

Under the supervision of the PFCE Manager, the Family Advocate creates, provides, and coordinates the continued development of Early Head Start families, with a specific focus on fostering healthy living, educational growth, and financial stability. This includes responsibility for client recruitment, eligibility verification, enrollment, parent orientation, resource referrals, partnership building, and the complete maintenance of child/family records in the program database for services.

### **Job Duties and Responsibilities:**

- Learns and implements all requirements of the Early Head Start program performance standards as related to parent, family, and community engagement.
- Recruits and enrolls eligible children into Early Head Start, following approved ERSEA policies and procedures.
- Maintains an assigned caseload of families, with a specific focus on developing goals around the interests, needs, and aspirations of each family and relating this work to the *Family Service Framework*.
- Enters all services provided for children and families timely in the program's selected database.
- Utilizes the database, reports to track, and evaluate family goal progress, and link families with appropriate referral systems/services, as needed.
- Engages parents/caregivers in their children's learning and support of positive parent-child relationships.
- Develops strategies for father engagement.
- Incorporates an appreciation of cultural, ethnic, and linguistic differences in families.
- Orients parents/caregivers to the goals and objectives of Early Head Start.
- Helps parents/caregivers gain knowledge and confidence in their ability to advocate for their children.
- Provides timely reporting to management from the selected database system.
- Ensures the development and progression of individualized family partnership agreements, accurately and completely documenting all services.
- Completes projects in a timely fashion and appreciates feedback.
- Communicates effectively, both verbally & in writing, with coworkers, volunteers, parents/family, and community representatives.

- Maintains confidentiality and composure, having excellent listening skills.
- Demonstrates the ability to work well under pressure, in situations that require team work, & with people of diverse backgrounds.
- Builds relationship, both internally and externally, to improve the YWCA's efficiency and effectiveness in carrying out its mission.
- Adheres to the YWCA Code of Conduct and the Early Head Start Code of Conduct.
- Attends all training opportunities as provided in order to stay informed of the latest operational techniques & regulations.
- Attends all appropriate staff meetings.
- Maintains professionalism through actions and behaviors.
- Complies with YWCA policy regarding required reporting of child abuse, elder abuse, suicide, and homicide.
- Projects a positive image of the YWCA and its programs to the community.

### **Education and Experience Requirements:**

- Credential or certification in social work, human services, family services, counseling or a related field, or obtain such credential within 18 months of hire date.
- Some experience in working with children and families in a social service setting.

### **Physical Requirements:**

- Regularly spend long hours sitting and using office equipment and computers.
- Regularly move from sitting to standing positions effortlessly.
- Regularly work on repetitive tasks.
- Regularly use hands and fingers to handle, control, or feel objects.
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm.
- Regularly use headphones and earpiece.
- Regularly see details of objects that are less than a few feet away.
- Frequently bend to file and maintain files.
- Occasionally lift 5-25 pounds.

### **Statement:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Additional Information** that you should know:

#### ❖ **Expectations include:**

- Adhering to the YWCA Code of Conduct and the Early Head Start Code of Conduct.
- Attending all training opportunities as provided in order to stay informed of the latest operational techniques & regulations.
- Attending all appropriate staff meetings.

- Maintaining professionalism through actions and behaviors (i.e. displaying a friendly, positive attitude towards duties, parents, staff members, and others; displaying a positive mood that reflects enjoyment in the performance of job responsibilities and interactions; communicating appropriately using productive comments, pleasant expressions, and welcoming gestures).
- Complying with YWCA policy regarding required reporting of child abuse, elder abuse, suicide, and homicide.
- Projecting a positive image of the YWCA and its programs to the community.

❖ **Equal Employment Opportunity:** It is the policy of the YWCA to implement equal employment opportunity for all employees and applicants for employment without regard to race, color, sex/gender, age, creed/religion, ethnic, and/or religious background/ancestry, national origin, citizenship, political belief, physical or mental disability, medical condition, gender identity, sexual orientation, Vietnam-era veteran status or disabled veteran status, marital or family status, height and/or weight, or any legally protected classification. Every effort shall be made to recruit candidates of color and women for every position opening. Positive action shall be taken to ensure the fulfillment of this policy. This commitment includes:

- Hiring, examination, appointment, placement, training, upgrading, promotion, retention or transfer.
- Recruitment, advertising, or solicitation for employment.
- Treatment during employment.
- Rates of pay or other forms of compensation.
- Selection for training or educational programs.
- All benefits programs.
- Demotion, lay-off, or termination.

❖ **Employment At-Will:** The YWCA is an “at-will” employer. The YWCA or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. The YWCA Personnel Policies & Procedures Manual is available to employees upon hiring, and flexibility is requested in evolving workplace responsibilities.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ELIMINATE RACISM  
EMPOWER WOMEN**