

JOB POSTING

TITLE: FAMILY ADVOCATE
REPORTS TO: PROGRAM MANAGER
STATUS: NON EXEMPT/FULL-TIME
LOCATION: OAKLAND, CA (this position is NOT fully remote)
PAY: \$20.45/HR

OUR MISSION & VISION

The Brighter Beginnings mission to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, *Every family matters, and every child deserves a happy, healthy future.*”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

POSITION SUMMARY

Under the supervision of the Program Manager, the Family Advocate (FA) will provide home visitation services and group socializations with pregnant women and parents with children from birth to 3 years old in the Calworks Home Visiting program.

Provide Strength-Based Case Management to assigned families through regular and timely contact in person (home visits/office visits), by phone, and through correspondence: Work with families to set and achieve meaningful family goals. Serve as an advocate for families and assists in obtaining necessary services. Help families with the home visitation delivery model to support school readiness for infants, toddlers and preschoolers.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Minimum of a CDA credential or comparable credential, or equivalent coursework as part of an Associate’s or Bachelor’s degree. Or comparable work experience.
2. Minimum of 1 year of work experience providing case management or advocacy-based counseling, working with ages 0-3 years old is a plus.
3. Ability to use a computer for entry into databases; knowledge of ChildPlus, Efforts to Outcomes (ETO), and Microsoft Office is a plus.

4. No criminal record or history of child or adult abuse/neglect.
5. Valid driver's license, reliable vehicle and to be listed as an insured driver in car insurance.
6. Ability to work in a fast paced environment with diverse populations in a professional manner.
7. Ability to exercise good judgement and communication skills needed to work in a team environment and maintain client confidentiality.

RESPONSIBILITIES:

1. Schedule, conduct and document home visitation sessions with participating parents and their children to deliver curriculum designed to deliver child growth and development, health, educational, and nutritional information.
2. Offer weekly home visits to enrolled families that last at least 1.5 hrs.
3. Provide services to expectant families according to the program performance standards and curriculum.
4. Coordinate with parents to ensure that prenatal, well-child exams, immunizations, health screenings, and nutrition assessments are complete and necessary follow up occurs.
5. Complete family partnership agreements, developmental screenings and all other required assessments with families in a timely manner.
6. In partnership with parents/guardians develop child goals using multiple sources of data including but not limited to screening/assessment results, parent/ guardian home visitor observations and program goals.
7. Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of infants and toddlers.
8. Coordinate and implement bi-monthly group socializations.
9. Complete required paperwork accurately, documentation and grant reports in a timely manner to meet deadlines.
10. Collaborate with community partner agencies to access services for participating families.
11. Promote community awareness of programs through outreach in the community.
12. Attend meetings, trainings, and professional development activities as appropriate.
13. Build rapport to teach, nurture, and empower program participants.
14. Ability to work independently with a strong teamwork commitment.
15. Good interpersonal, communication and organizational skills.
16. Exercise professional judgment in evaluating before making decisions and maintain all information in strict confidentiality.
17. Knowledge of social services, human development and various programs available in the community.
18. Knowledge of state and federal regulations pertaining to child abuse and neglect and abide by reporting standards.
19. Ability to relate and maintain effective working relationships with children, parents, staff, and other agencies.
20. Provide services with culturally and economically diverse individuals and families.
21. Function effectively in a fast-paced environment and to respond appropriately to unexpected situations.
22. Perform other duties as requested.

SUPERVISORY RESPONSIBILITIES

The FA position has no supervisory responsibilities.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the "Responsibilities" and "Qualifications" are essential job functions.

2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Ability to occasionally lift 25 pounds, ability to quickly respond to small active children at play, have good flexibility to be able to sit on the floor to participate in children's activities.
6. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to pens, pencils, calculators, computer keyboards, telephone, printers, etc.
7. Required to drive to other work sites for meetings, conferences, etc.

BENEFITS

Competitive wages, friendly environment, two weeks of vacation (increase after 1 year of employment), 13 paid holidays; sick leave; employer-paid health, dental, vision, life and disability insurance; optional employee-paid dependent health coverage available, 403b retirement account, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

APPLY

If you're interested in this position, please email resume to jobs@brighter-beginnings.org or apply on indeed. Please make sure to subject the email with the position title that you are applying for.