

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 08/28/2017 IN-HOUSE: X
DEADLINE FOR APPLICATIONS: 09/07/2017 OUTSIDE: X
POSITION: Family Advocate INITIAL WORKSITE* County Wide
PROGRAM: Early Head Start
SALARY: Hourly: \$11.20 Annually: _____

* Subject to change based on program needs

GENERAL SCOPE:

Under the supervision of the Family Services Manager, and in concert with HRDC Policies and Procedures and Federal and Program Guidelines, plan and implement individual programming based on assessed families needs, enhances parents ability to create a positive, - --- and nurturing environment in which their children are raised; coordinates with other service providers and connects families to identified services to meet their needs; schedules and manages his/her own time, maintains a positive and professional attitude at all times, and ensures confidentiality of all personnel and client information; promotes a positive and supportive environment for children and families.

QUALIFICATIONS:

Education/Experience

1. Bachelor's degree from and accredited college or university in Early Childhood/Elementary Education
2. Experience in working with low-income families preferred.
3. Prefer certification in CPR for Infants and Children, and American Red Cross First Aid Practices and Procedures. Must have ability and willingness to become certified in both within program designated timeframe.

Skills/Abilities

1. Physically and mentally able to perform essential job functions to include: significant standing, walking, squatting, climbing, reaching, bending, sitting on floor, grasping, pushing/pulling and lifting of clients
2. Ability to become proficient in the use of word processing (Word) and electronic spreadsheets (Excel) within designated agency timeframe.
3. Ability to effectively organize and schedule one's own time.
4. Knowledge of interviewing techniques preferred.
5. Good oral and written communication skills and other qualities conducive to good interpersonal relationships.
6. Highly organized, handle multiple tasks concurrently, legibly and accurately maintain records.

Requirements

1. Must be 21 years of age
2. Must provide a satisfactory Criminal Background Check within time frame established by the program.
3. Must be flexible, and eager to accept new challenges, have positive attitude and outgoing personality.
4. Must, at a minimum, dress in a manner that is casual, but tailored and conservative. On days when meeting with outside organizations, dress in a manner that reflects the dress norms in a professional office. Must be neat and well groomed at all times.
5. Must have access to transportation on a daily basis and the flexibility to travel independently.
6. Must have "Clean Driving Record" as defined by HRDC's Policies and Procedures.

WORKING CONDITIONS:

Forty (40) hours per week. Daily unpaid lunch period ranging from a half and hour to an hour depending on schedule. Daily work hours and days of week worked may vary depending on client availability. Approximately twenty percent of time is spent in the office and the remainder is spent working with or for parents in venues other than the office setting. Must have car to transport families when other forms of transportation cannot be arranged. Must have the flexibility to work overtime and travel out-of-town when program operations require it. This is a full-time Union position.

NOTICE: All applicants must submit HRDC Form 100 and Form 105 plus a cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO: HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502