

Alameda Family Services – Early Head Start
Family Advocate/Home Visitor
Early Child Care Specialist/Family Child Care Advocate

Alameda Family Services

Alameda Family Services is a non-profit agency providing comprehensive services to youth, families and children in the City of Alameda.

Alameda Head Start/Early Head Start

Alameda Head Start/Early Head Start is a federally funded program that provides comprehensive services to qualifying pregnant women and families with children birth to 5 years of age. Child development, health and family support services are provided through a variety of program options designed to meet the individual needs of low-income and at-risk children and families.

Job Summary

Under the supervision of the Center Director and support Program Management, the Family Advocate-Home Visitor will provide prenatal, child development, health and family support services to up to 22 pregnant women, infants, toddlers and/or preschoolers from birth to five years of age. The position includes conducting up to 6-weekly home visits and working as a member of a teaching team at one of our licensed child care centers located in the City of Alameda.

General Responsibilities

- Provide prenatal, health and family support services to pregnant women including securing health insurance coverage and securing a medical home that provides continuous and accessible health care.
- Support pregnant women in accessing comprehensive services through referrals that at a minimum include nutritional counseling, food assistance, oral health care, mental health services, substance abuse prevention/treatment and emergency shelter/housing as needed.
- Provide Early Head Start services with parents during weekly 90-Minute visits conducted primarily in the home.
- Work with parent on implementation of child development curriculum and support parent engagement in conducting activities that support their child in meeting age appropriate developmental milestones.
- Plan, organize and conduct twice-monthly group socialization for children and families enrolled which will include opportunities in a classroom, community facility, outings and/or field trips.
- Act in equal partnerships with co-teacher(s) in planning and conducting child development activities, supervising meal service, and in assisting children in the classroom especially during times of transition.
- Support classroom services by assisting with planning and implementing developmentally appropriate activities that are in keeping with the program's curriculum and philosophy (Creative Curriculum, Anti-Bias Curriculum and Developmentally Appropriate Practices, PITC and CSEFEL) and reflect and respect the individual development and diversity of the program's children, families and staff.

- Conduct and record child development observations, screening and assessments and shares information regarding child outcomes and progress made in achieving developmental milestones and benchmarks with parent(s) during home visits and parent-teacher conferences.
- Support the health and wellness of children and compliance with health requirements by working with parents to ensure that each child is up-to-date with their immunizations and age appropriate EPSDT health requirements, and monitor treatment needs.
- Involve parents, as appropriate, in all aspects of developing, implementing and evaluating the classroom and child development activities.
- Provide comprehensive case management services, and assist families with resources, referrals in accessing services that support health, wellness, and resiliency.
- Work with, contribute to, and serve as a member of a multi-disciplinary team by encouraging and facilitating problem solving strategies; accepting supervision, and working closely with direct service staff, program management, agency administration, community partners, coaches & consultants to ensure high-quality services and implementation of best practices.

Knowledge, Skill, and Experience

- 12 Early Child Education units required.
- Child Development-Associate Teacher Permit, AA/BA Degree preferred.
- Family Development Credential and/or AA/BA Degree in related field preferred.
- Experience in early child care setting or social service setting required
- Head Start experience and/or Home Visiting experience preferred.
- Knowledge of and/or ability to access relevant community resources required.
- Able to organize and complete work assignments to meet established deadlines.
- Computer literacy required - ChildPlus.Net and Learning Genie experience preferred.
- Positive, professional and courteous work demeanor
- Ability and desire to work as part of a team in a culturally diverse environment
- Second language skills are desirable

Compensation & Benefits

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| Classification: | Non-Exempt : Hourly |
| Hours: | 40 Weekly : 8 Hour Day including paid ½ hour lunch |
| Paid Holidays: | 11+ Days/Year |
| Vacation Accrual Rate: | .0923% (Approximately 24 days per year for full-time position.) |
| Sick Leave Accrual Rate: | .0462% (Approximately 12 days per year for full-time position.) |
| Health Benefits: | Medical & Dental Insurance Coverage |
| Professional Development: | Training opportunities and AA Degree reimbursement program. |
| Optional Savings Plans: | Section 125 and 401k Retirement |
| Starting Range: | \$17.561 - \$20.863 (Depending on degree and years of experience.) |

Equal Opportunity Employment

Alameda Family Services does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.