

# Family Advocate

Cardinal McCloskey Community Services

Bronx, NY

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## Job Description

Cardinal McCloskey Community Services (CMCS) is a not-for-profit social services agency that is the largest provider of Head Start services in the Bronx. CMCS serves more than 2,000 children and families each year and is continuing to grow.

We are looking for a dedicated person who would be responsible for maintaining high-quality, effective parent engagement practices to support the healthy development of family dynamics.

## Responsibilities

- Develop respectful, responsive, and effective working relationships with all families.
- Serve as a liaison between the school and family to ensure effective communication.
- Offer referral and support services for children and families that will sustain the family unit and promote family well-being.
- Participate in the recruitment and outreach of new enrollees, complete all required documentation for the enrollment of pregnant women and children, re-enrollment into the the program and maintain a waiting list.
- Conduct detailed social services intake to review family dynamics, child and parent data, and health requirements. Provide a comprehensive orientation to parents that involve supportive services, program expectations, parent engagement opportunities; workshops; activities; and program events.
- Conduct home visits for families, and engage them in building trusting and supportive relationships with staff.

- Maintain regular communication with families that involves mutual feedback regarding attendance, program information and services, and participation in program and classroom activities.
- Efficiently maintain children's confidential file and information in our database, such as child health history; physical; and other medical and dental forms; eligibility and enrollment forms; parent and home visit contact notes; and goal setting documentation.
- Develop, implement, and facilitate parent education programming that will meet the interests and the needs of families and promote self-sufficiency.
- Partner with individual families to assist them with goal setting that identifies individual family needs, action steps, responsibilities, and resources that result in family progress.
- Connect families to family support programs that provide comprehensive services that will enhance family stability, develop parental competencies, and promote the healthy development of children.

## **Qualifications**

- A certification in social work, human services, family services (FDC), counseling, or a related field is required. An Associate's degree or higher in one of these fields is preferred
- Computer proficiency is required
- Excellent written and oral communication skills
- Knowledge of Head Start performance standards, child development, and Early Childhood Education is preferred