

# Family Advocate

Grand Street Settlement

Bronx, NY 10467

Other

Full-time

Onsite

\$36,960 - \$47,520 a year

Posted on August 22, 2025

## Organization Statement

Grand St. Settlement's history is long and storied. Birthed from the efforts of our founder, Rose Gruening, Grand St. Settlement has grown into one of the largest, most impactful, and most trusted social services organizations in New York City. The one thing that hasn't changed? Our focus on supporting our neighbors.

## Job Description

**JOB SUMMARY:** The Family Advocate is responsible for carrying out the Parent, Family, & Community Engagement (PFCE) component of the program in connection with the partner's School Readiness Goals (SGR), & areas of Eligibility, Recruitment, Selection, Enrollment, & Attendance (ERSEA) as per the Head Start Program Performance Standards (HSPPS) to ensure high-quality service delivery in accordance with local, state, & federal regulations. Field work is required along with meeting families/planning/record keeping/training. For the start-up phase for 2 years this will be an evolving position. Interim roles and responsibilities will be adjusted and this position requires an individual to be flexible. Job responsibilities will be revisited once all center-based sites are up and running.

## Responsibilities

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Family Services Coordinator, the Family Advocate shall be responsible for:

- Identifying, recruiting and enrolling prospective families through outreach and in accordance with Eligibility regulations.

- Support the center director with maintaining 97% of enrollment at all times.
- Family Partnerships: Manage a caseload of families including but not limited to: developing and maintaining strength-based relationships with families. Collaborate with families to establish and achieve family goals. Identify resources in the community and track progress in achieving family goals ( Family Partnership Agreements)
- Community Partnerships: Provide families with appropriate referrals and follow up with families and service providers on referrals
- Record Keeping: Enter child and family information into the approved child tracking system database (COPA systems). Assist with collecting child health medicals and dentals. Maintain and provide data for the annual Program Information Report (PIR). Record, monitor and follow up on referrals for support services and ensure that all documentation is current in the child's file to ensure compliance with Head Start Performance Standards/Head Start Act 2007
- Governance: Encourage families to participate in Program Governance Meetings
- Service Coordination: Maintain constant contact with partner providers in order to integrate family partnership goals with classroom efforts.
- Assist in the planning & facilitation of parent involvement activities & events
- Participate in home visits when necessary in regard to any follow-ups, attendance or routine visits
- Effectively communicate with children, families, staff, management, and community partners
- Ability to comprehend and implement the Head Start Performance Standards and policies of Grand St. Settlement Early Childhood Program
- Provide translations in verbal and written form as needed for parents/guardians and program needs
- Assist the parents with the application and transition into 3K and Pre-K via DOE

## **Qualifications**

### **EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:**

- Required to have at minimum a credential/certification, Associates or Bachelor's degree in social work, human services, family services, counseling or a related field;
- Experience working with families of children from birth to 48 months
- Ability to work effectively as a member of a team & independently

- Experience, training, and skills in assisting the parents of young children in advocating and decision-making for their families. Ability to develop positive relationships with children and parents
- Working knowledge of local community-based agencies and resources.
- Proficiency in Microsoft Word & Excel, knowledge of web-based data systems.
- Must be able to work flexible hours to meet the needs of the families
- Participate in required professional development activities to enhance skills
- Maintain certification in CPR and First Aid
- Bilingual English/Spanish strongly preferred

### **PRE- EMPLOYMENT REQUIREMENTS:**

- Clearance through DOI Fingerprint Screening, NYS Central Registry, Sex Offender Registry clearance, 3 reference checks, physical examination with updated TB test, varicella, tdap, MMR (fees may apply)
- Obtain Mandated Reporter training certificate (every 2 years) and comply with agency's policy and procedure regarding identification and reporting of child abuse and neglect
- Obtain First Aid/CPR and Preventive Infectious Diseases certificate within the first year of employment.
- Meet all employee health requirements in Article 47 (DOHMH) and Head Start Performance Standards.
- **Minimum Education Level:** CDA Credential (with credit-bearing certificate)
- **Preferred Education Level:** Bachelor's Degree

### **Application Instructions**

#### **HOW TO APPLY:**

Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position you are applying for. If selected, we ask that you also provide us with three (3) professional references that we can contact at least two (2) professional references should be from a former supervisor). Please click on the link provided below or use the link in a search bar and apply online through our career center.

[https://workforcenow.adp.com/jobs/apply/posting.html?client=grandst&cclId=19000101\\_000001&type=MP&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=grandst&cclId=19000101_000001&type=MP&lang=en_US)

No phone calls, please

*Please be advised that job offers can only be made once your clearances come through!*

**EQUAL OPPORTUNITY EMPLOYER (EOE)**

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