**JOBS DUTIES**

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

**ROLES AND RESPONSIBILITIES**

- Ensure Head Start, Newark District, Head Start and NAEYC Standards are met
- Link home and school
- Recruitment, registration, enrollment and attendance of all children
- Assess family needs and provide referrals
- Assist families in setting goals, connecting with appropriate community resources and making transitions
- Assess family health insurance needs
- Serves as a liaison between families and the Center to enhance the relationship between teachers and families
- Is knowledgeable about community resources and referrals for parents and how to connect them
- Collaborates on parents’ education activities, workshops and events based on their needs and/or suggestions
- Serves as a resource to the preschool intervention and referral team along with teacher
- Conducts intake process in an organized and efficient manner
- Makes sure all intake forms are complete and correct
- Provides reports to the District and Head Start as needed
- Attends community activities and events such as parades, festivals, community walks, health fairs and conferences
- Maintains a file for each enrolled family in a locked cabinet
- Attends all required workshops, trainings and meetings
- Completes a minimum of two annual home/personal visits with each family
- Maintains confidentiality for individual children and families and protect privacy of records

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**
- Minimum credential or certification in social work, humans services, family services, counseling or a related field or FDC credential necessary or the intent to obtain immediately after hiring
- Bilingual (English/Portuguese)
- Knowledgeable about HS performance standards preferred
- Must have state CARI check and finger print completed
- Ability to relate, with sensitivity, to parents/guardians and preschool children
- Certified in first aid and CPR
- Must hold a current driver’s license and own a car for home visits

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to ELCHiring@Ironboundcc.org with the subject line “Family Advocate”