



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

Job Title:	Advocate II / III
Position Type:	Regular, full-time, union-represented applied to Advocate II, non-exempt level
Department:	Madera Head Start
Salary Schedule:	Range 18.0 (\$15.65 – 19.06 hourly) Range 19.0 (\$16.44 – 20.03 hourly)
Position Summary:	Under the immediate supervisor's direction, supports family engagement in the program by offering activities that support parent-child relationships, parent's needs, referral and indirect service (health, social services, education and nutrition) assist parents in advocating for their children in the community and school system, recruiting, registering families and children and maintaining family and child records and files.

Minimum Qualifications:

EDUCATION / EXPERIENCE

Advocate III

- Bachelor's Degree in Social Work, Sociology, or related field.
- Experience in case management preferred.

Advocate II

- Associate's Degree in in Social Work, Sociology, or related field.
- Two (2) years of work experience in the field of social service.
- Experience in case management preferred.

ABILITY TO:

- Speak, read, and write Spanish is required.
- Establish and maintain a positive working relationship with family members, community resource workers, center staff, and coordinates.
- Communicate and work effectively with families from all socio-economic and cultural backgrounds.
- Use computer software – Microsoft Word, Excel, Outlook; inclusive of program

tracking software ChildPlus, as applicable to the program.

- Manage and prioritize time and tasks to ensure all component areas are in compliance and services to children and families are provided in a timely manner.
- Maintain accurate records.
- Use verbal and written communication skills effectively.
- Adapt to change and be flexible.

KNOWLEDGE OF:

- Community and health resources for children and families.
- Family system theory and communications techniques.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping,

age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer