



Are you...

- Ready to start your career to change people's lives?
- Ready to work with families in our communities?
- A team player who wants to contribute?

Advocate II / III

Location: Madera, California

Salary: \$18.39 hourly for Advocate II; \$19.32 hourly for Advocate III

Budgeted: Full time at 10 months

Benefits: 403(b) retirement plan, medical/dental/vision/life, Employee Assistance Program

Final filing date: Open Until Filled

Apply: submit [an application](#) to employment@maderacap.org; may obtain application from CAPMC's website, www.maderacap.org.

[CAPMC](#) is seeking a strategic and creative person to support family 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. The individual will demonstrate the 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/COPA/CenterTrack, 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.

The individual will demonstrate to possess the knowledge of:

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

Minimum Qualifications:

EDUCATION / EXPERIENCE:

Advocate III

- Bachelor's Degree in Social Work, Sociology, or related field.
- Experience in case management preferred.
- Ensures yearly a minimum of 15 hours of professional growth hours are completed and documented.

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.
- Ensures yearly a minimum of 15 hours of professional growth hours are completed and documented.

LICENSES / CERTIFICATES / PERMITS:

- Valid California Driver's License

General Physical Requirements: Medium work: climbing; 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.

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 funded positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer