



Bilingual Early Childhood Family Advocate

East Durham Children's Initiative (EDCI) is committed to improving outcomes for children and families living in Durham. Our long-term vision is to help children and youth successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. EDCI collaborated with over 40 local partner organizations and community members who share our vision to provide these needed resources and supports to Durham children and families.

EDCI is seeking to fill the position of **Bilingual Early Childhood Family Advocate (ECFA)**. This full-time, benefits-eligible position will report to the EDCI Family Advocate Senior Program Manager. Our ECFA works closely with the Family Advocate team, community partners, and school personnel to ensure children and parents are engaged and have knowledge of strategies to ensure success.

The **ECFA** must thrive in a start-up, nonprofit environment with limited supervision. The **ECFA** must work creatively to leverage limited resources and external services, and function in a fast paced and flexible work environment.

RESPONSIBILITIES

The primary responsibility of the **ECFA** is to develop and implement early childhood programming as well as provide direct advocacy services to assigned children and their families. The **ECFA** will work with families and children to promote developmental, social, and personal success.

The **ECFA** will carry out EDCI and Family Advocate Program goals and objectives, adhere to EDCI policies and procedures, and perform additional duties as defined by their supervisor and the EDCI leadership team.

Additional Responsibilities:

- Manage a caseload of early childhood families;
- Create and implement family success plans in collaboration with families;
- Connect families with EDCI pipeline services and external resources;
- Conduct home visits and conduct meetings with youth and families;
- Administer developmental assessments as needed;
- Organize and facilitate enrichment and out of school time programs and activities;
- Create a network of support for families using school and EDCI resources;
- Plan and facilitate workshops, community meetings;
- Prepare and maintain case files, notes, databases, and confidential reports;
- Attend internal and supervision meetings at EDCI and with Durham Public Schools where required;
- Adhere to EDCI and DPS policies.

EDCI'S IDEAL EARLY CHILDHOOD CANDIDATE

- Has prior case management experience and knowledge of "Birth to age 8" children and families;
- Has experience working in low-income communities;
- Is patient, motivated, and organized;
- Is dedicated to providing positive outcomes for children and families residing in Durham;
- Possesses strong organizational and time management skills;
- Displays outstanding interpersonal skills;
- Is comfortable working in a fast-paced, results-oriented environment;
- Works collaboratively, maintains communication and positive relationships with schools and agencies to support the needs of families and children;
- Is excited to work as part of a team and on behalf of EDCI;
- Can demonstrate experience with program planning and development;
- Must be able to work some evening and weekends

QUALIFICATIONS

- Master's Degree in Social Work, Education, or Psychological Services preferred
- Bachelor's Degree in Social Work, Psychology, Education, or related field with three plus years work experience in early childhood, education, social work, child and youth development, or family services case management
- Bilingual English/Spanish required

Benefits and Salary: EDCI funds the Early Childhood Family Advocate position. Our advocates are considered Durham Public Schools employees and will receive their comprehensive benefits package. Salary for this position is competitive and commensurate with prior experience.

Anti-Discrimination Policy: East Durham Children's Initiative prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. EDCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Commitment to Child Safeguarding: EDCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all EDCI trains all staff members on their duty to report as well as EDCI's Child Safeguarding Policies. EDCI screen all potential applicants screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

How to Apply: We will review applications immediately. Applicants should send cover letter and resume (please place Early Childhood Family Advocate in subject line):

Carla Fryling, Family Advocate Senior Program Manager
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