



Bilingual Middle Years Program Advocate (Full-Time)

East Durham Children's Initiative (EDCI) is committed to improving outcomes for children and families living in a 120-block area of East Durham referred to as the EDCI Zone. Our long-term vision is to have all youth in the EDCI Zone 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 collaborates with over 30 local organizations and community members who share our vision to provide these needed resources and supports to East Durham children and families.

EDCI is seeking to fill the position of **Bilingual Middle Years Program Advocate (MYPA)**. This full-time, benefits-eligible position will report to the EDCI Family Advocate Program Manager. Our MYPA works closely with the Family Advocate team, community partners, EDCI and school personnel to ensure youth and caregivers are engaged and have knowledge of strategies to ensure student success.

The **MYPA** must thrive in a start-up, nonprofit environment with limited supervision. The MYPA 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 **MYPA** is to develop and implement elementary and middle school programming as well as provide direct advocacy services to assigned students and their families. The **MYPA** will work to promote academic, social, and personal success for students ages 8 to 14 from the EDCI Zone. Their focus will be on developing healthy relationships with families by maintaining contact with children, caregivers and schools; and ensuring that each receives caring, high-quality, and appropriate supportive services.

Additional Responsibilities:

- Recruit students and manage caseload of elementary and middle school families within EDCI Zone;
- Create and implement family success plans in collaboration with families;
- Connect families with EDCI pipeline services and external resources;
- Conduct home visits and meetings with youth and families;
- 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 and community meetings;
- Prepare and maintain case files, notes, databases, and confidential reports;
- Attend internal and supervision meetings at EDCI and with Durham Public Schools (DPS) where required;
- Adhere to EDCI and DPS policies.

EDCI'S IDEAL MIDDLE YEARS PROGRAM CANDIDATE

- Has experience with children ages 8-14;
- Has prior case management experience;
- Has experience working in low-income communities and is dedicated to equity and inclusion;

- Is patient, motivated, and organized;
- Is dedicated to providing positive outcomes for children and families residing in East Durham;
- Possesses strong organizational and time management skills;
- Displays outstanding interpersonal skills;
- Excited to work as part of a time and on behalf of EDCI
- 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;
- 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 Education, Social Work, or related field with five years work experience in education, social work, child and youth development, or family services case management
- Bilingual English/Spanish required

Benefits and Salary: The Middle Years Program Advocate position is funded by EDCI, but is considered a Durham Public Schools employee and will receive their comprehensive benefits package. Salary for this position is competitive and is 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 staff members who may be in direct contact with children will be trained on their duty to report as well as EDCI’s Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

Employee Acknowledgment: The job description is intended to provide an overview of the requirements of the position. It is not all-inclusive. EDCI may require other functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

How to Apply: Applications will be reviewed immediately. Applicants should send cover letter, resume, and three references by email (please place Bilingual Middle Years Program Advocate in subject line):

Nicky Charles, Chief Operating Officer at nicky.charles@edci.org