



Engaging communities. Empowering individuals.

**Action Pathways, Inc.
Job Vacancy Announcement**

Title	Type	Date Opened
Family Advocate	Full Time/Non Exempt	9/13/2019
Department/Location	Entry	Closing Date
Head Start	\$11.47 per hr.	Open until filled

Required Education & Experience

Associate’s Degree in Social Work, Psychology or other related human services field. One to two years related experience with low income children and families; or equivalent combination of education and experience.

Conditions of Employment

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid driver’s license with an acceptable driving record and proof of insurance. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties and Responsibilities

Participate in the recruitment of families with young children. Identifies family needs and assists family to acquire resources to resolve problems. Assists service area coordinators with the implementation of strategic goals and objectives as outlined in the program's current year work plans.

- Participates in community events and other activities to recruit and enroll families with young children
- Assists families to resolve problems, such as housing, health, education, transportation, employment, emergencies, or other family related concern.
- Prepares, documents, and provides pertinent information on families to service area coordinators to aid with the total development of the child and family.
- Conducts home visits to facilitate family engagement in the social and mental growth of the son/daughter/grandchild.
- Assists in the organization and coordination of center committees, parent meetings, and parent-community projects. This may include the Fathers and Friends initiative.
- Coordinates health referrals to include immunizations, medical and dental screenings, and follow-up.

Knowledge

Applicant must have:

- First Aid and CPR certification training
- Annual TB test with negative results
- Basic Family Service Credential or related certificate.
- Computer skills to pick up on using program specific software within 90 days of hire.

How to Apply

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

“An Equal Opportunity Employer”
Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.