



**Job Posting:** 0088  
**Posting Date:** 07/03/2018  
**Title:** Family Advocate  
**Program:** Head Start  
**Locations:** Bryan  
**Salary:** \$11.50 per hour

**Job Brief:**

This position builds an understanding of the program by communicating its philosophy, mission, and services to staff, families, and the community and supports other content area staff in doing the same. The position focuses on how to better serve the family and their needs through the Family Partnership Agreement. Collecting community resources and providing referrals for services for families and meeting their individualized needs.

**Required Education**

- High School Diploma or GED
- Family Developmental Credential (FDC) obtained within twelve months of initial hire with BVCAP

**Preferred Education**

- Bachelor's Degree in Social Services
- Social work or Head Start experiences
- Family Development Credential (FDC) and Child Development Associates (CDA)
- Knowledge of Head Start Standards

**Required Skills**

- Accurate data entry skills
- Excellent written and verbal communication skills
- Ability to plan and organize and complete tasks on deadlines
- Attention to detail

**Preferred Skills**

- Bilingual

**License/Certification Required**

- Must pass a background/driver's check required by Office of Head Start.

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BVCAP offers a well-rounded benefit package to all full-time regular employees who work 30+ hours a week. Eligibility may vary for specific programs based on your employment status.

- **Paid Time Off (PTO)**
- **Company Paid Holidays**
- **Company Paid Short Term and Long Term Disability**
- **Company Paid Life Insurance and AD&D**
- **PPO Medical Plan:** *We offer employees options when it comes to choosing a PPO medical plan that is right for them.*
- **Dental Plan**
- **Vision Plan**
- **Supplemental Insurance Coverage: Cancer, Critical Illness, Hospital Confinement & Accident**
- **403B Retirement Plan** *Enrollment starts on your first day!*