

Lisha Whitt
Executive Director



PO Box 1346
699 Stratton Street
Logan, West Virginia 25601
Phone: 304-752-6868
Fax: 304-752-1047
www.loganpride.com

Posted: March 9, 2020

HEAD START

FAMILY ADVOCATE

Responsibilities: Job responsibilities include, but are not limited to: Assist in the recruitment and enrollment of eligible children; Attend and participate in meetings, workshops, training and conferences relating to component and job performance; Visit each family monthly or on an "as needed basis," and document all other family contact (i.e. Centers, phones, mailings, etc.); Arrange transportation for medical, dental, etc. of children and/or families enrolled in the Head Start Program; Assist in the development of an effective working relationship with community resource agencies and provide supervisors with a monthly report.

Requirements: Successful candidate will preferably possess at minimum: High School Diploma or GED, minimally, a two-year degree in Social Services or related field is preferred. Work experience in social services may be substituted for Social Service Degree. Candidate must obtain a credential or certification in social work, human services, counseling, or a related field within 18 months of hire. Candidate must possess a valid driver's license and have ready access to an automobile. Candidate must complete initial physical exam with periodic physicals thereafter, submit to criminal record check and DHHR Protective Services check, along with a DMV check. Candidate must also complete TB test and maintain current Food Handler's card. Candidate must be willing to travel out of county when necessary.

Applications will be accepted until **Friday, March 20, 2020**. Submit application, along with resume, cover letter, 1 personal reference letter and 1 business reference letter to:

Human Resources
PO Box 1346 Logan, WV 25601

AA/EO/ADA

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer.
Please contact the Human Resources office at 752-6868 if you need assistance, reasonable accommodation or have hiring process questions.

