



EARLY LEARNING CENTER

Child and Family Advocate Job Description

Reports to: Site Director and YMCA YD Grants and Impact Mngr.

Status: Full-Time

FLSA Status: Non-Exempt

POSITION SUMMARY:

Child and Family Advocate will provide a strength-based partnership to parents and guardians enrolled in the Godfrey-Lee ECC GSRP Program operated by Steepletown. By conducting assessments and collaborative goal setting, they will offer intentional and meaningful referrals to community resources and create diverse parent/guardian engagement opportunities. They will be culturally responsive, addressing the individual and unique needs of each family to ensure comprehensive support and inclusivity. Advocates will work to empower families, fostering a collaborative and supportive environment that enhances the well-being and development of children within the program.

ESSENTIAL FUNCTIONS:

- Lead the establishment and maintenance of partnerships with 40 to 60 families annually.
- Track student attendance and create support plans when needed to help families overcome barriers to transporting their children to school in a consistent and timely manner.
- Spearhead family engagement activities, including completing the Parent Gauge interviews, the Social Determinants of Health Assessment, co-creating family engagement events with families, connecting and referring families to appropriate resources such as housing, public benefits, medical or dental care, employment, etc., facilitating family involvement in their children's education, and ensuring a collaborative partnership between parents and the school.
- Drive the program's efforts to partner with community agencies to align community resources to improve family outcomes.
- Collaborate with families to successfully transition their child to the next classroom, program, or school through internal and external coordination of services and resources to support the child's well-being, academic development, and health.
- Establish strong, productive, and trusting relationships with the administrative team, school personnel, staff, families, and community members.
- Actively seek input on family needs and address barriers to learning, equity, and inclusion.
- Collaborate with the family, Site Director, Teachers, the community, and agencies to design and implement the identified services at the school.
- Assist with establishing the Parent Advisory Council by recruiting parent leaders, incorporating parent feedback through interviews, assessments, surveys, meetings etc.
- Collect, interpret, and implement data informed decisions on a case-by-case basis to improve the desired outcomes of each individual family.

Updated 6/25/25- JB

These materials were developed under a grant awarded by the Ready By 5 Grant and the YMCA of Greater Grand Rapids.



- Ensures the timely submission of all required reports and supporting materials monthly.
- Coordinates documents needed for internal and external program audits and compliance requirements.
- Represent the organization at various school meetings and other outreach events including open houses, recruitment, and community events.

Performs any other functions necessary for the smooth and efficient operation of the Godfrey-Lee ECC GSRP Program.

QUALIFICATIONS:

- Bachelor's degree in social work, education, public health, or 3-5 years related experience in family engagement, community outreach, or a related area.
- Strong interpersonal and communication skills.
- Ability to build trust and relationships with diverse families and community members.
- Excellent organizational and data management skills.
- Knowledge of local community resources and services.
- Multilingual abilities preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Child and Family Advocate (CFA) will spend a significant amount of time working in various community settings, schools, and family homes.
- Some administrative tasks will be performed in an office environment, involving computer work, phone calls, and meetings.
- The role requires regular travel within the community to attend meetings, conduct home visits, and participate in community events. Reliable transportation is necessary.
- This position may require working evenings and weekends to accommodate family schedules and attend community events.
- The role involves frequent movement between different locations, including schools, community centers, and family homes. The CFA should be comfortable walking, standing, and navigating various environments.
- Occasionally, the CFA may need to lift or carry materials, such as event supplies or educational resources, weighing up to 25 pounds.
- Effective communication is essential, requiring the ability to speak clearly, listen actively, and convey information accurately in both group settings and one-on-one interactions.
- Regular use of a computer for data entry, reporting, email communication, and virtual meetings. Proficiency in using office software and database systems is required.
- The CFA will work with families experiencing various challenges. Emotional resilience and the ability to maintain a positive and supportive attitude are crucial.
- The role demands flexibility and adaptability to respond to the diverse needs of families and the dynamic nature of community work.

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Supported by the Kent County Ready by Five Initiative

TRAVEL:

40-50% of local travel within the state of Michigan; occasional out-of-state travel may be required for educational conferences or training.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name: _____

Employee's signature: _____

Date: _____

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