



Black Belt Community Foundation

Family Advocate Job Announcement

Updated 9/9/2025

Title: Family Advocate (11-month position)

Location: Keith-Freewill

Reports To: Family Services Coordinator

FLSA Status: Non-Exempt

Mission: To forge a collective stream of giving from the community and other sources so the people of the Black Belt can enhance their efforts to lift themselves by taking what they have to make what they need.

Job Summary: The Family Advocate implements core family partnership, parent involvement, and community partnership functions for Head Start centers. Responsibilities include recruiting and enrolling children, supporting families through Family Partnership Agreements, assisting with child health requirements, and connecting families to community resources while maintaining confidentiality.

Key Responsibilities:

- **Recruitment & Enrollment:** Recruit children and families most in need; maintain enrollment and waiting lists; monitor attendance; assist with health screenings; facilitate parent orientations and committee meetings.
- **Family Partnerships:** Conduct home visits; develop Family Partnership Agreements; support parents with needs assessments, resources, and referrals; encourage parent involvement and leadership in program planning.
- **Community Partnerships:** Collaborate with agencies; promote access to community services; coordinate services for children with disabilities; encourage volunteers; develop knowledge of community resources.
- **Service Coordination & Record Keeping:** Maintain weekly contact with teaching staff; integrate family goals with classroom activities; document all family interactions and referrals in Child Plus; ensure accurate and timely records.
- **General Staff Responsibilities:** Participate in meetings and training; maintain confidentiality; act as a mandated reporter; provide consistency of services.

Requirements: FDC and/or AA/AS in social work, education or related field required (BA/BSW preferred). Experience and training in social, human, or family services, including assisting parents of young children in advocating and decision-making. Knowledge of community-based organizations preferred. Ability to communicate effectively; basic computer literacy. Flexible schedule to meet family needs; CPR and First Aid certification; pass physical, background check, and fingerprinting screen; able to lift 40 pounds frequently.

How to Apply: Submit cover letter and resume to HR@blackbeltfound.org or complete an application.

We are an equal opportunity employer committed to a diverse and healthy workplace.