

YWCA Richmond

Position Description

Job Title:	Early Childhood Family Advocate –Sprout School
PAY GRADE:	4
Department:	Early Childhood Education
Reports To:	Senior Director of Early Childhood Education
FLSA Status:	Exempt
Prepared By:	Sprout Administrators
Prepared Date:	August 3, 2021
Approved By:	
Approved Date:	

GENERAL PURPOSE OF JOB

To provide case management and support services within a best-practice model to Sprout School families for the duration of their enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned as needed.*

Enrollment

1. Answer inquiries from parents/guardians about the school and the enrollment process
2. Maintain the wait pool
3. Host quarterly open houses for prospective families
4. Conduct pre-enrollment meetings with prospective families.
5. Complete an intake/enrollment packet with families after the child is accepted into the school

Integrated Family Supports

1. Provides support to parents and children within the Sprout School.
2. Provides case management services to individuals/families when a family requests assistance.
3. Conducts a needs assessment with these individuals/families to determine strengths and needed resources.
4. Assists individuals/families in setting time-focused goals and monitors progress monthly (or more often if needed).
5. Completes all required weekly and monthly documentation.

Family Engagement

1. Work with the staff to provide regular family engagement opportunities.

Competence

1. Demonstrates professionalism, engagement and kindness to all children and families regardless of race, religion, nationality, abilities, familial status or make-up, etc.
2. Maintains a professional working atmosphere and confidentiality of information in relation to staff, children, families and co-workers. Performs other duties and responsibilities as assigned by the Director.
3. Serves on agency committees and community committees as assigned.
4. Must be able to commit to alignment with the agency's mission and values.
5. Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Minimum

1. Associate's Degree in Social Work, Human Services, Psychology, Sociology or other related field
2. Excellent written and oral communication skills
3. Excellent computer and organizational skills

Preferred

1. Bachelor's Degree in Social Work, Human Services, Psychology, Sociology or other related field
2. Experience in case management

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.