



Bilingual Early Childhood Advocate

Durham Children's Initiative (DCI) is committed to improving outcomes for children and families living in Durham. Our long-term vision is to help children and youth successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. DCI collaborated with over 30 local partner organizations and community members who share our vision to provide these needed resources and supports to Durham children and families.

DCI is seeking to fill the position of **Bilingual Early Childhood Advocate (ECA)**. This full-time, benefits-eligible position will report to the Vice President of Programs. Our Advocate works closely with the Family Advocate team, community partners, and school personnel to ensure children and parents are engaged and have knowledge of strategies to ensure success.

The **Advocate** must thrive in a start-up, nonprofit environment with limited supervision. The **ECA** must work creatively to leverage limited resources and external services, and function in a fast paced and flexible work environment.

RESPONSIBILITIES

The primary responsibility of the **ECA** is to develop and implement early childhood programming for families with children aged 0 to 8 as well as provide direct advocacy services to assigned children and their families. The **ECA** will work to promote academic, social, and personal success for early childhood students in the DCI Zone. The ECA will partner with Duke to engage in early referral processes and recruitment efforts to ensure early intervention alignment and ease of access to DCI's pipeline of services.

The **ECA** will carry out DCI and Family Advocate Program goals and objectives, adhere to DCI policies and procedures, and perform additional duties as defined by their supervisor and the DCI leadership team.

Additional Responsibilities:

- Recruit families and manage caseload of early childhood families that live in Durham
- Create and implement family success plans in collaboration with families
- Connect families with DCI pipeline services and external resources
- Conduct home visits and meetings with children and families
- Administer developmental assessments as needed
- Organize and facilitate enrichment and out of school time programs and activities
- Create a network of support for families using school and DCI resources
- Plan and facilitate workshops and community meetings
- Prepare and maintain case files, notes, databases, and confidential reports
- Adhere to DCI and Duke policies around data access and confidentiality
- Adhere to DCI and DPS policies

DCI'S IDEAL EARLY CHILDHOOD ADVOCATE CANDIDATE

- Has prior case management experience with and knowledge of programming for children from birth to age 8;
- Has experience working in low-income communities and is dedicated to equity and inclusion;
- Is patient, motivated, and organized;
- Is dedicated to providing positive outcomes for children and families residing in East Durham;
- Possesses strong organizational and time management skills;
- Displays outstanding interpersonal skills;
- Is comfortable working in a fast-paced, results-oriented environment;
- Works collaboratively, maintains communication and positive relationships with schools and agencies to support the needs of families and children;
- Is excited to work as part of a team and on behalf of DCI;
- Can demonstrate experience with program planning and development;
- Must be able to work some evening and weekends;

QUALIFICATIONS

- Bachelor's Degree in Social Work, Education, or related field with three plus years work experience in early childhood, education, social work, child and youth development, or family services case management. DCI honors work experience so individuals with 5 or more years' experience in the aforementioned areas are strongly encouraged to apply.

Benefits and Salary: The Early Childhood Advocate position is funded by DCI, but is considered a Durham Public Schools employee and will receive their comprehensive benefits package. The salary range is \$38,000 to \$46,000 per year

Anti-Discrimination Policy: DCI prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. DCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disability, and veterans.

Commitment to Child Safeguarding: DCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all DCI staff members who may be in direct contact with children will be trained on their duty to report as well as DCI's Child safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

Employee Acknowledgment: The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and DCI may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

How to Apply: Applications will be reviewed immediately. Applicants should send cover letter, resume, and three references by email (please place Early Childhood Advocate in subject line):

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