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| <b>Job title</b>  | Professional Family Advocate - Atlanta, GA |
| <b>Reports to</b> | Project Director                           |

### **Job Description**

The Professional Family Advocate will implement the National Black Child Development Institute's *Family Empowerment Program's* early childhood curriculum to identified families using the Home Visit Framework. The Professional Family Advocate's primary responsibility is to use the Family Empowerment Curriculum to improve the skills, efficacy, knowledge, and overall experience of families with children ages (0-36 months).

### **Duties and responsibilities**

The primary job duties and responsibilities for the Professional Family Advocate are:

- Implement the Family Empowerment Curriculum with fidelity.
- Conduct home visits using the developed framework.
- Facilitate weekly meetings with families.
- Take comprehensive case notes.
- Provide pertinent information about the home visits and communication with parents.
- Have all necessary resources for the home visits (ie, reliable vehicle (gas), cell phone (charged), gps/navigational system (gps app on phone), letters, brochures, materials, stationary for note taking, etc.)
- Enter all necessary notes into the data tracking system.

### **Qualifications**

Minimum Qualifications include:

- Bachelor of Science or Arts from an accredited 4-year university or college
- Psychology, Social Work or Education experience
- Experience working in community based services
- Knowledge about state and local resources
- Experience working in low-income communities
- Social/Emotional Learning training
- Professional communication and organizational skills
- Valid driver's license and car
- Able to work a minimum of 10 hrs. per week
- Must be able to work on weekends and evenings
- Technology Proficient

### **Compensation**

\$20-\$25 an hour rate based upon experience and expertise

**To Apply: Please send your resume and cover letter to [NBCDIjobs@gmail.com](mailto:NBCDIjobs@gmail.com)**