

Lisha Whitt
Chief Executive Officer



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HEAD START FAMILY ADVOCATE

Responsibilities: Job responsibilities include, but are not limited to: Assist in the recruitment and enrollment of eligible children; Attend and participate in meetings, workshops, trainings and conferences relating to component and job performance; Visit each family monthly or on an “as needed basis,” and document all other family contact (i.e. centers, phones, mailings, etc.); Arrange transportation for medical, dental, etc. of children and/or families enrolled in the Head Start Program; Assist in the development of an effective working relationship with community resource agencies and provide supervisors with a monthly report; Assist families in obtaining physicals, dentals, and immunizations; Partner with families to set family and school readiness goals.

Requirements: Successful candidate will preferably possess at minimum: High School Diploma or GED, minimally, a two-year degree in Social Services or related field is preferred. Work experience in social services may be substituted for Social Service Degree. Candidate must obtain a credential or certification in social work, human services, counseling, or a related field within 18 months of hire. Candidate must possess a valid driver’s license. Candidate must complete initial physical exam with periodic physicals, thereafter, submit to pre-employment drug screen, criminal record check, and DHHR Protective Services check, along with a DMV check. Candidate must also complete TB test and maintain current Food Handler’s card. Candidate must be willing to travel out of county when necessary.

Must have received or be willing to receive the COVID-19 vaccination by date of hire to be considered. Proof of vaccination is required. PRIDE Community Services will comply with federal, state, and local laws with regards to accommodations related to this policy.

Applications will be *accepted until position is filled*. Applications are available online at loganpride.com or by stopping by our main office at 699 Stratton Street, Logan WV 25601.

Human Resources
PRIDE Community Services, Inc.
PO Box 1346
Logan, WV 25601

PRIDE Community Services, Inc. is an Affirmative Action, Equal Opportunity Employer. Please contact the Human Resources office at 304-752-6868 if you need assistance, reasonable accommodation, or have hiring process questions.