Early Head Start Family Advocate, Full Time
Classification Level NE 2
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 10/26/2026
Hours: 40/week
Apply To: Jill Sorensen

REPORTS TO: Early Head Start Supervisor
HAS DIRECT REPORTS? No

JOB SUMMARY:
Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Early Head Start advocate works full time providing in home visiting services to eligible families that are pregnant or have children who are birth to 3 years old. This position strengthens families by providing education related to child development and providing connections to those resources.

TYPICAL RESPONSIBILITIES:
1. Develop and implement family specific plans in a timely manner.
2. Establish and maintain relationships with families, volunteers and agency personnel.
3. Maintain accurate and complete records.
4. Demonstrate flexibility and versatility to changing agency and family needs.
5. Seek knowledge, participate in training and share information in specialty area.
6. Support participants and staff in connecting families and reducing participant isolation.
7. Meet all mandated Early Head Start performance standards.
8. Travel to offsite locations to provide services to families.
9. Accommodate individual families' schedules, including working some evenings and weekends.
10. Responsible for safety and security of staff members, volunteers and families.
11. Provide information about and access to community activities.
12. Foster a positive, optimistic environment and attitude for families
13. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
14. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:
1. Participate in the planning and implementation of group activities.
2. Aid in training of new staff.
3. Provide personal care and assistance to program participants.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 5/1/2022

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MINIMUM QUALIFICATIONS:

- A minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's or bachelor's degree.
- Must have a vehicle that the KAC determines to be in good working order.
- Must have a valid driver's license and a clean driving record.
- Able to work effectively with a culturally diverse staff, participant base and stakeholders.
- Ability to work a flexible schedule as needed.

PREFERRED QUALIFICATIONS:

- One year of supervised experience working with families with young children.
- Above average experience with computer skills and typing
- Ability to speak and write Spanish
- CPR and/or First aid certification

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 55% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 60 pounds with help, 35 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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