



Family Advocate Case Manager

Position Status: Full Time; Management Confidential Support Staff

Location: Central Office
95 Berkeley St, Suite 306, Boston, MA 02116
Supervisor: Director, Family Engagement

Under the direct supervision and direction of the Director of Family Engagement, the Family Advocate Case Manager is responsible for administrative and case management activities in Associated Early Care And Education's network of family child care providers and Center-Based programs for priority populations. This position is the point of contact between DCF and agency social workers.

The qualified candidate will conduct intakes and assess children and their families. He/She will have experience working with low income and/or multicultural populations, familiarities with early education and care settings and knowledge of systems of services available to low income people in Massachusetts. The Family Advocate Case Manager will guide, support and provide counseling to parents and families; observe children in early education settings and perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS:

- Bachelor's degree in social work, human services, or other related field
- Bilingual, Spanish-English, strongly preferred
- 3 -5 years experience working with children and families of underserved populations
- A valid driver's license and reliable transportation required
- Strong computer skills, including the efficient use of MS Office, e-mail, internet
- Detail orientation, strong organizational skills



Interested
Candidates

Send updated cover
letter and resume to:
Human Resources
95 Berkeley St, Ste 306
Boston, MA 02116
Fax: 617-695-9590
HR@AssociatedECE.org