



WU YEE
Children's Services
護兒兒童服務

JOB ANNOUNCEMENT: FAMILY ADVOCATE

Wu Yee Children's Services is a non-profit family and children's services agency founded in 1977. Our mission is to create opportunities for children to be healthy, for families to thrive, and for communities to be strong. The Head Start and Early Head Start program provide services to pregnant women and children from birth to five years old.

DUTIES AND RESPONSIBILITIES:

- Advocate, with an emphasis on social change, on behalf of the rights of Early/Head Start children and families.
- Develop family partnerships and empower families to identify strengths and set realistic goals for themselves and their family.
- Provide crisis intervention as needed.
- Participate in developmental screenings of children.
- Maintain child's file to keep information for emergency contact, health, immunization, family partnership agreement, family profile, and follow-up plans current and within program timelines.
- Facilitate and support the enrollment process with to ensure full enrollment at the Center.
- Provide written and verbal translation or ensure translation support for families during meetings and with information and resources provided.
- Conduct regular data entry to ensure that child's health information and family services information is kept up-to-date in our ChildPlus system.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree in Social Work, Psychology or related field and minimum of two years experience in family social services setting, including knowledge and experience relating to community resources for referrals to families in need of services.
- Bilingual in Chinese/English required
- Skill in dealing with sensitive family situations in a non-threatening and professional manner.
- Knowledge of early childhood education and intervention
- Computer literacy and familiarity with various applications such as basic word processing and e-mail
- Excellent written and verbal communication skills
- Able to bend and lift up to 50 pounds

COMPENSATION AND BENEFITS:

Salary depending on experience plus 18 PTO days, full cafeteria plan for health, dental and numerous other benefits.

APPLICATION PROCESS:

Send resume w/ cover letter to:

Attn: Human Resources

Wu Yee Children's Services

706 Mission Street, 6th Floor

San Francisco, CA 94103

Fax: (415) 543-1618

E-mail: humanresources@wuyee.org

Immediate opening until filled. Head Start/Early Head Start Parents will be given preference for which they are qualified; please note this in your cover letter. Wu Yee is an equal opportunity employer.

For a list of all current openings visit:

<http://www.wuyee.org/joinus/employment.html>