

**Head Start Family Resource Advocate – part time position available in Yates**

**County:** Pro Action's Head Start Program is seeking a caring professional to work with families of enrolled children.

Responsibilities include recruiting and enrolling eligible children and families, completing home visits with program participants, providing parent education and family engagement opportunities, supporting families in a goal setting process and accessing additional resources, and assisting with classroom activities as needed.

Preferred at hire or within 18 months of hire, a minimum of credential, certification, or degree in social work, human services, family services, counseling, early childhood education or related field. Must have excellent organizational and time management skills and flexibility. Must have a driver's license meeting agency standards and reliable transportation.

This position is based on the school calendar year schedule.

To apply, send a letter of interest, resume, completed employment application and copies of unofficial transcripts to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to:

[Jobs@proactioninc.org](mailto:Jobs@proactioninc.org) EOE.