



Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378
Carrizo Springs, TX. 78834
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JOB POSTING

Position: Family Service Advocate

County: Maverick

Date Open: 07/22/2025

Date Closed: Until it is filled

Kids Are First, Inc. seeks to fill a Family Service Advocate position responsible to support our Parent, Family, and Community Engagement (PFCE) service area. This role involves case management, data entry, and coordination of ERSEA, family and community partnerships, and other support services to ensure compliance with federal, state, and local regulations.

The position will be responsible for the following duties:

- Ensure and monitor the general day-to-day operations of a PFCE Service area and assists to ensure health and safety of children, assuring regulatory and legal compliance with Local, State and Federal regulations.
- Monitors caseloads, ensuring compliance with 45-day, 60-day and 90-day service delivery mandates.
- Recruits families and completes the enrollment process

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS

- At a minimum a GED/High School diploma and within eighteen months of hire, must obtain a credential or certification in social work, human services, family services, counseling or a related field.

PREFERRED QUALIFICATIONS

- Baccalaureate degree or higher in Social Work, Human Services, Family Services, Counseling or related field.

Bilingual preferred (English/Spanish) or English and other languages in the local area.

TO APPLY: Download the application form from our website at www.kafhs.org and submit it along with your credentials/degrees to the Human Resources Department via email at humanresources@kafhs.org or in person at any KAF center or the main office located at 400 West Pena St, Carrizo Springs.

PLEASE NOTE: Interested applicants for this position must submit their application, resume, and educational requirements by the established deadline.

KIDS ARE FIRST INC. is an EQUAL OPPORTUNITY EMPLOYER

KIDS ARE FIRST INC.
Family Service Advocate
Job Description

IMMEDIATE SUPERVISOR: **Center Director**

CLASSIFICATION: **Non-Exempt**

• **POSITION SUMMARY**

This position supports and assists families as they identify and meet their own goals through a family-centered case management model for developing and carrying out the program Family Partnership Agreements including responsibility for family: files, enrollment and recruitment applications, the completion of the child health requirements, screenings and assessments.

• **DUTIES AND RESPONSIBILITIES OF THE POSITION**

- Coordinates with center staff to integrate family partnership goals with classroom efforts and to ensure integrated child and family curriculum.
- Participates in team management functions of planning, implementing and evaluating Family and Community Partnership goals and objectives.
- Participates in trainings, conferences and college courses to enhance skills.
- Recruits families and complete enrollment process.
- Conducts home visits to facilitate family plans, assists families in achieving identified goals and follow-up on referrals.
- Promotes effective community support for families by coordination and advocacy for services with community agencies.
- Develops a working knowledge of community resources.
- Refers families for emergency or crisis assistance.
- Attends parent/teacher conferences, as requested.
- Assists center manager with Parent Committee meetings, Family Nights, socializations and other parent activities.
- Assists families in making the transition into and out of the Head Start Program.
- Ensure an appropriate written Transition Plan for all children, six months before their third birthday; provide parents with training and information. Establish communication to facilitate and coordinate the transition.
- Understands, generates and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- Encourage, monitor and record the timely delivery of medical, dental, mental health and nutrition services to children.
- Support the timely delivery of prenatal health and education services to enrolled pregnant women.

- Promote child and family wellness and the establishment of a medical and dental “home” for each child and each pregnant woman.
- Provide physical/dental/mental health and nutrition education activities that are responsive to the ongoing and expressed needs of parents as individuals and groups.
- Collect and enter into program software (PROMIS), all children medical records, treatment and follow-ups.
- Collect child and family data and enter in program software (PROMIS); monitor; update; prepare data reports for program use and the annual Program Information Report.
- Maintain accurate, objective, timely and confidential records documenting all family, staff and agency contacts; disseminate appropriately.
- Responsible for understanding Head Start Performance Standards and local child care licensing regulations.
- Positively promotes Head Start in the community.
- Becomes thoroughly familiar with KAF Employee Handbook, Operations Manual, KAF Policy and Procedures, resources and adheres to them.
- Maintains strict confidentiality with respect to Kids Are First, Inc., children, families and staff in accordance with established policies and procedures.
- Performs other duties as assigned.

C. LANGUAGE SKILLS

- Bilingual preferred (English/Spanish or English and other languages present in the local area).

D. EDUCATION AND EXPERIENCE

- At a minimum a GED/High School diploma and within eighteen months of hire, must attain a credential or certification in social work, human services, family services, counseling or a related field.
- Preferable: Baccalaureate degree or higher in social work, human services, family services, counseling or a related field.

E. PHYSICAL DEMANDS AND WORKING CONDITIONS

- Required to travel by car, bus, airplane or train in association with attendance at conferences, meetings and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.
- Required to lift up to 45 pounds.

F. EMPLOYMENT CONDITION UPON RESULTS OF THE FOLLOWING

- Criminal history clearance central registry, DPS and FBI clearance
- Successful Physical Capacities Examination and TB screen results.

- Must have reliable transportation and if/when using own vehicle must have minimum automobile coverage required by state.
- To drive agency vehicles must have a valid driver's license and be insurable by the KAF, Inc. insurance carrier and have a Motor Vehicle Record acceptable to KAF, Inc.

G. DISCLAIMER

- This job description is intended to convey information essential to understanding the scope of this position. Nothing in the job description restricts KAF right's to change, assign, or re-assign duties and responsibilities at any time for any reason.