



## Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

### Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are currently seeking passionate and energetic **Mentor Family Advocates** for our Early Learning Centers in the **San Luis Valley, CO**. These positions are regular **year around** positions and are eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

### Position Summary:

This position observes, assesses, monitors and analyzes our family engagement initiatives and supports our Family Advocates in providing services for our families and children. This position is responsible for observing, assessing, monitoring and analyzing the eligibility determination, enrollment and attendance for the Agency's early learning programs. In addition, this position also promotes, maintains, and models healthy behaviors and safe environments to create and ensure proper child development on the road to school readiness.

### Duties and Responsibilities:

1. Supports the recruitment of families at community events such as conferences, festivals, fairs, parades, health fairs, etc.
2. Offers support with the outreach activities with community members such as school districts, clothing banks, food pantries, doctors, dentists, preschools, daycares, colleges, low income housing, and other businesses in order share resources.
3. Attends community meetings with organization with whom RMSER works.

4. Builds relationships and collaborate with local newspapers, TV, and radio stations for Public Service Announcements and MOU's.
5. Responsible for having updated knowledge of ELOF, PFCE, Health and Disabilities Services, Head Start Performance Standards and other federal and state regulations as it pertains to Early Learning Centers.
6. Conducts training on and monitor's PIR and program softwares data such as ERSEA, family services and PROMIS.
7. Conducts visits to centers to observe family engagement activities within assigned area once a month at a minimum.
8. Responsible for ensuring that the program has a 10% enrollment of children with disabilities.
9. Responsible for monitoring attendance and enrollment by area.
10. Responsible to providing support in conducting home visits for families on an as needed basis.
11. Attends ERSEA committee as needed.
12. Provides comprehensive guidance and feedback to the Family Advocates as it pertain to their areas.
13. Creates partnerships with Center Supervisors to provide recommendations to translate observations into actionable plans as well as to provide and analyze monthly reports as necessary.
14. Trains new hires and provide ongoing feedback to Family Advocates in relation to systems used to collect data and daily responsibilities.
15. Monitors all family and child information including Early Periodic Screening Diagnostic and Treatment (EPSDT), developmental screenings, family assessment, IFPA's, into the Agency's designated database.
16. Maintains confidentiality in regard to staff, children and family information including HIPAA and IDEA.
17. Demonstrates commitment to mission, core values and policies in the performance of daily duties.
18. Performs other duties as assigned.

### **Education, Credential, and Qualifications Requirements:**

- An associates degree in Social Work, Social Sciences, Human Services, at a minimum.
- A bachelor's degree in Social Work, Social Sciences, Human Services, or a related field preferred.
- Family Development Credential (FDC) is a must regardless of educational experience.
- Willingness to obtain the said above credential (FDC) within 18 months of hire.
- An ERSEA Certification or willingness to obtain within 18 months of hire.

### **EXPERIENCE & SKILL REQUIREMENTS**

- Minimum of 3-years working with families in a social work, human services or related field.
- Must be people oriented and demonstrate compassion, professionalism, teamwork and positive attitude.
- Knowledge of ELOF, family engagement practices, Head Start Performance Standards and other federal and state regulations as it pertains to Early Learning Centers.

- Must have the ability to travel within the communities 95% of the time. This includes, but is not limited to, driving and walking throughout the communities to recruit and speak with potential families for our program.
- Must be able to work flexible hours and work adjusted schedules to coordinate and attend Agency functions after hours and/or on a weekends for functions related to ERSEA, family engagement, children events, and other events that benefit children and families in the community.
- Must be physically able to provide one to one home visits and conduct independent and joint recruitment activities.
- Must have experience with accurately documenting and case noting family and child information.
- Ability to understand and strictly adhere to the strict confidentiality and maintain boundaries.
- Must have excellent communication skills (i.e.; read, write, and understand written and oral communications).
- Must have intermediate knowledge and demonstrated application of technology and systems such as MS Word, Excel, email and case noting systems required.
- Knowledge and awareness of Head Start Act, Head Start Performance Standards, and Child Care Center Rules and Regulations.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to fulfill role as a mandated reporter and follow all rules regarding the identification and reporting of possible child abuse and neglect.
- English proficiency (reading, writing, and speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student populations.
- Ability to accurately perform mathematical functions and perform simple to complex calculations for the determination of family income and eligibility.
- Ability to multi-task and prioritize.
- Must have strong organizational and time management skills.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.

### **SCREENING REQUIREMENTS**

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required by their physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results within 30-days of employment.
- Staff working in licensed facilities must obtain a fingerprint card for submission to Colorado Bureau of Investigation within 5 days of employment. A criminal record check and background record check

(via database of confirmed child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.

- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

### **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; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position will be required to be mobile via walking and/or driving travel throughout the state and/or their assigned areas to recruit, receive training and/or attend Agency meetings and conferences. Therefore, the person must have the ability to travel within the communities 95% of the time. This includes, but is not limited to, driving and walking throughout the communities to recruit and speak with potential families for our program.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud.

While outside doing recruitment activities the environment could vary greatly based upon weather conditions (hot, warm, cold and wet conditions). Recruitment activities will involve working outdoors (city, rural and farm communities), indoors, and in varied environments and weather conditions.

Pay Range:

Typical Schedule:

FLSA Status: Exempt



**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**



RMSER is an Equal Opportunity Employer

