



**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 motivated **Family Advocate Supervisor** for our Early Learning Centers in **Pueblo, Colorado**. This position is a **Full Time – 12 Month** position. This position is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**Position Summary:**

This position is responsible for supervising and training the Family Advocates in their assigned area to ensure the delivery of high quality family services in compliance with the Head Start Performance Standards and licensing regulations. In addition to supervision and training, this position provides guidance and leadership by observing, assessing, monitoring and analyzing the eligibility determination, enrollment, attendance processes while also monitoring family engagement initiatives that result in school readiness and family self-sufficiency.

**DUTIES and RESPONSIBILITIES**

- Responsible for maintaining 100% enrollment and a healthy waitlist (10% of funded enrollment).
- Represents RMSEER at community functions.
- 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.
- Conducts training on and monitor's PIR and program software's data such as ERSEA, family

services and PROMIS.

- Monitors family engagement activities within assigned area by completing site visits a minimum of monthly.
- Responsible for ensuring Regional mandates are met.
- Responsible for providing support and guidance in conducting home visits for families.
- Leads ERSEA committee at the Center level.
- Collaborates with Center Supervisors to ensure the delivery of high quality family services.
- 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.
- Maintains confidentiality regarding staff, children and family information including HIPAA, FERPA and IDEA.
- Demonstrates commitment to mission, core values and policies in the performance of daily duties.
- Performs other duties as assigned.

### **EDUCATION REQUIREMENTS**

- A bachelor's degree in Social Work, Social Sciences, Human Services.
- Minimum of three years of experience providing case management services to families.
- An ERSEA Certification or willingness to obtain within 18 months of hire.

### **EXPIERENCE & 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 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, Google and Microsoft One Drive application in addition to 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 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 and submit upon first day 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.

Typical Schedule: Monday - Friday

FLSA Status: Exempt

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