

EMPLOYER INFORMATION

COMPANY NAME

Community Council of Idaho
315 Happy Day Blvd, Caldwell Idaho
Job site: Aberdeen
(208) 454-1652

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Betty Soliz at vsoliz@ccimail.org

POSITION INFORMATION

POSITION NAME

FAMILY SERVICES ADVOCATE (MSHS - Seasonal Full Time) Aberdeen

Essential Duties and Responsibilities (This is not an exhaustive list of all duties/responsibilities. Other duties may be assigned)

- Provide direct health and social services to children & families by:

- Following established program area timelines

- Conducting enrollment procedures and identifying and addressing immediate needs

- Gathering child health and development information and conducting screenings under state, federal and other applicable regulations

- Establishing trusting relationships

- Conducting home visits

- Communicating effectively and assessing individual family strengths and needs to assist families in setting and achieving goals

- Promote, organize, and facilitate educative trainings and meetings following MSHS parent curriculum, Center Health Service Advisory Committee (HSAC), center parent meetings, and UCLA Health Literacy Program for parents

- Collaboratively develop service plans under guidelines of CC Idaho's FAM

- Monitor individual case requirements, compile data, referrals, and follow-ups to regularly discuss the status with Center Management Team during Family Advocacy Meetings (FAM) or as needed

- Knowledge of recruitment procedures, and techniques

- Establish & maintain working relationships w/community partners to facilitate advocacy and referrals for needed health, nutrition, and social services for enrolled families

- Stay current on community, state and agency resources and services available to clients

- Attend and participate at local network group committees to represent MSHS program in health, dental and nutrition needs of migrant farm workers

- Develop, prepare, and maintain family records, documents, files, reports, databases,

- Work a variety of hours and be able to travel for work and training purposes

- Ability to multi-task, meet deadlines, and remain calm and professional under pressure

- Ability to perform basic mathematical functions and keep track of assigned local budgets

- Maintain standards of confidentiality of CC Idaho clients and records

Perform all work duties and activities in compliance with CC Idaho, state, federal and Head Start Performance standards and regulations

MINIMUM QUALIFICATIONS

High School Diploma or GED

Ability to read, speak, and write in both English/Spanish in a business setting

Must obtain a Family Development Credential within 18 months of hire

Two or more years in community-based services or related experience

Current driver's license and proof of auto insurance

Must pass physical examination and background checks, including state day care clearance

Must obtain clearance of Tuberculosis

Must obtain Pediatric First Aid and CPR certification

SALARY/ WAGE RANGE

\$18.69/hour

EMPLOYMENT TYPE

Full-Time Seasonal from March- December

CLOSING DATE

08/06/2026

APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

Click the following link:

<https://www.paycomonline.net/v4/ats/web.php/portal/2320EFF4A67F4483446063C86F25938E/jobs/198192>

ADDITIONAL INFORMATION

None