

North Florida Child Development, Inc.  
PO Box 38 - 141 South Hwy 71  
Wewahitchka, Florida 32465  
(850) 639-5080



## Job Announcement

**Position:** 2 - Family Advocates

**Organization:** North Florida Child Development, Inc.

**Location:** Port St. Joe and Blountstown, Florida

**Full Time / Non-Exempt**

**Closing Date:** Until Filled

**Position Summary:** Responsible for working with families to help them realize their self-sufficiency goals and making home visits and assisting children and families by providing resources and making referrals. Assist or locates assistance in crisis; keeps and maintains confidentiality of records on individual cases. Engages families in their child/ren(s) learning activities and serves as the link between families and community resources. They encourage all family members to become advocates for their children and family. Responsible for eligibility, recruitment, selection, enrollment, and attendance. Responsibility for the accuracy and maintenance of child files, enrollment applications, etc. This position also assists with the completion of the child health requirements and other required screenings and assessments.

**Minimum Qualifications:** Minimum of an Associate's degree in Social Work, Human Services, or related field required. Bachelor's degree preferred. Relevant on the job experience may be taken into consideration in the absence of formal education.

**Benefits:** Vacation and Sick Leave, Holidays, Short and Long-Term Disabilities, Life Insurance, NFCD pays 100% of the Employee's Dental Insurance and 75% of Single Employee Health Insurance.

**Pay Range:** \$25,480 - \$37,440, DOE

**Work Conditions:** Variable hours of work which may include overtime and weekends and occasional travel. May be asked to fill in at other centers or classrooms as needed for program operations.

**How To Apply:** Send resumes to Sebrina McGill at [smcgill@floridachildren.org](mailto:smcgill@floridachildren.org),

We are an Equal Opportunity Employer and provide a Drug Free Workplace. Applicants must pass the Local, State of Florida, and Federal screening requirements for employment with children.