

# Employee Posting Opportunity

**Date of Posting:** May 5, 2026 – May 8, 2026

**Position Title:** Family Advocate

**Location:** Bethalto

**General Work Schedule:** Mon - Fri Days, 12 Months

**Position Reports To:** Lead Family Advocate

**Position Supervises:** N/A

## **Education/Credentials/Experience:**

Internal candidates with at least two years of employment with the Agency and recommendation from their Supervisor based on job performance/history are eligible to apply for the Family Advocate position. Previous applicable experience with home visiting, case management, family and community resources preferred. Experience in working with culturally diverse community/families also preferred. Will need to be able to provide their own transportation to and from work and throughout the day.

A Bachelor's degree in Early Childhood Education, Social Work or related field required of external candidates. Experience with home visiting, case management, family and community resources strongly preferred. Experience in working with culturally diverse community/families also preferred. Will need to be able to provide their own transportation to and from work and throughout the day.

This position works independently with assigned families and cohesively as a member of their assigned Center. Responsibilities include conducting home visits with children and their families, collaborating with teaching teams to bridge communication between home and school, learn & play groups and parent meetings. Family Advocates support family well-being by providing resource information and incorporating goal setting with families. This position is responsible for engaging families as full partners in their child's development and strengthening the child-parent relationship.

## **Competencies and Performance Outcomes:**

Organizing, Standing Alone, Presentation Skills, Written Communications, Interpersonal Savvy, Customer Focus, Integrity and Trust, Listening, and Self-Development.

Supports diversity by working cohesively with all kinds and classes of people equitably, deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes, supports equal and fair treatment and opportunity for all.

Is able to solve difficult problems with effective solutions, sees hidden problems, uses honest analysis, looks beyond the obvious and doesn't stop at the first answers.

Effectively handles stress and does not become defensive or irritated, can hold things together when times are tough, doesn't show frustration when resisted or blocked and is a settling influence in a crisis.

Is tolerant with people and processes, makes an effort to understand the people and data accumulated before making judgments and acting. Follows established policies and procedures,

Maintains a conscious balance between work and personal life, knows how to attend to both so that they obtain what they want from both.

**Pay Range (minimum to midpoint):** \$46,928 - \$55,210 Annually

**Benefits:** Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

**For more information, contact:** Natasha Moore – HR Assistant/Recruiter at 618-463-8909

**Instructions:**

1. Read the requirements and summary of duties and responsibilities thoroughly. Ensure that your education, credentials and experience qualify you for the position.
2. In addition to the position's educational, credential and experiential requirements, it is preferred that you have been in your current position for at least three months and not be on progressive discipline.
3. If you meet the requirements for the position, you will need to complete an internal application form and forward that document along with your current resume to the HR Assistant/Recruiter.
4. If your internal application and resume are received after the end date of the posting, you will be screened along with any external applicants we have received.
5. We request that you inform your current Supervisor of your intent to apply for another position.