



## Latinx Family Advocate

**Southwest Youth and Family Services (SWYFS)** is searching for a **Latinx Family Advocate** to join our team! The Family Advocate will work as part of the New Futures team and develop and coordinate culturally relevant services to families; work with residents of the Windsor Heights housing complex to assist them in identifying and accessing available community resources; help children succeed in school; improve family relationships; and help families become part of stronger community.

The successful candidate will share our vision of a future where all children thrive and have the opportunities and resources to reach their full potential.

This position is full time, 36 hours per week (non-exempt position), flexible schedule required with compensation being \$20 hourly. Benefits include employer paid medical, dental, vision, disability, STD, LTD and life insurance; generous sick and vacation time including 10 paid holidays and a 2 week paid holiday break in December as well as a Costco membership.

### **Key Responsibilities of the Latinx Family Advocate:**

#### Advocacy:

- Provide information, referral and advocacy to culturally, economically and educationally diverse families, especially those with children. Utilize problem solving and support skills in working with families
- Identify and coordinate services provided by community resources in areas such as housing; health; employment training and support; educational opportunities; economic self-sufficiency; food and nutrition services; and parent education and involvement in child's early education
- Generate trust and rapport with families and model and teach appropriate interactions between family members, including between children and parents/guardians
- Develop and implement parent support systems to decrease the isolation of parents
- Make home visits as needed and to maintain confidentiality and integrity of information

#### Community Outreach and Development:

- Inform and educate the community about the New Futures and its programs and activities
- Assist in public awareness and development efforts; Help locate and procure funds and other resources
- Develop and maintain liaisons with other community organizations

#### Procedures & Recordkeeping:

- Actively participate in evaluation of services provided to families to ensure compliance with all contracts, licensing, and other applicable requirements toward performance commitments and outcomes
- Maintain professional standards and follow agency policies and procedures as well as federal, state and local requirements
- Maintain accurate records of services as required to document performance commitments and required outcomes; collect appropriate data and provide all necessary follow-up for referrals

#### Workshops and Classes:

- Work with other New Futures staff to organize and coordinate program-wide activities and to develop the calendar of events
- Facilitate Women's Group and/or other educational series, workshops, etc.

#### Other:

- Maintain positive communication with staff and volunteers
- Directly support Out-of-School Time Programs as needed
- Work with and train volunteers as needed
- Attend in-service classes, staff meetings, and other required meetings or conferences
- Evening hours required and occasional weekend work
- Other duties as assigned

### **What the successful Latinx Family Advocate will have:**

- Experience working effectively in a multicultural setting and ability to relate to and work with culturally, economically, and educationally diverse families, staff, social service agencies, and the public

- Understanding of and ability to communicate philosophy of New Futures Programs
- Bilingual in English & Spanish with the ability to maintain client records in English
- Ability to work and problem solve independently and as integral part of a team
- Ability to work flexible hours in an unpredictable and unstructured environment
- Support Out-of-School Time programming as needed (i.e serving meals, transporting students, serving as an assistant to the Program Coordinator and filling in when the Coordinator is absent)
- Valid WA State Driver's license, proof of insurance, and reliable transportation
- Provide transportation to clients and youth (within our youth programming)
- Clear driving record with no more than two moving violations in the last three years
- Willingness to submit to and ability to pass a criminal background check
- Able to approach work with cultural humility, an openness in recognizing biases and take actions towards mitigating implicit bias

**SWYFS has outstanding benefits including:**

- Employer paid Medical, Dental, Vision, Short Term & Long Term Disability, Life Insurance
- Generous sick and vacation time including 10 paid holidays and a 2 week paid holiday break in December
- Costco membership

**Want to learn more about SWYFS?**

For nearly 40 years **Southwest Youth and Family Services (SWYFS)** has been providing critical services in significantly under-resourced communities of Southwest King County, including Southwest Seattle, White Center, South Park, Burien, and SeaTac. As systemic racial and economic inequities continue to create significant barriers to communities of color across the nation, SWYFS remains committed to seeing our diverse community of South King County thrive. Participants in SWYFS programs are 61% children and youth, 92% people of color, 95% low-income (89% very low-income), and over 50% refugees and immigrants.

Our vision is that all residents of Southwest King County flourish and actively participate in the success of the community. We believe when we all commit to equity and expanding knowledge, we can build a community of acceptance, belonging and hope, where all families thrive. Please visit <https://www.swyfs.org> to learn more!

***SWYFS has partnered with All Things HR, an external HR Consulting Company, to assist with their hiring process. If you would like to be a part of this dynamic company, submit your cover letter and resume.***

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. This employer participates in E-Verify. The employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's I-9 to confirm work authorization.