

---

**FAMILY ADVOCATE**  
**Position Reports To: FRC Coordinator**

## THE COMMUNITY EDUCATION BUILDING

The Community Education Building (CEB) is a nonprofit organization that envisions a world where families thrive, and students succeed regardless of their race or zip code. An innovative co-location and shared services model focused on supporting the entire family, CEB offers vibrant programs and support systems that provide a sound foundation for each student. It serves as a hub for families by offering services such as healthy meals, life coaches, and mental health services. This model leads to deeper family engagement in their child's learning and allows schools to focus on teaching and learning, not operations and overhead. Serving over 1,500 students attending school in Wilmington's central business, CEB is an educational ecosystem that holistically integrates programs and resources for students and their families, ensuring that every student has an equitable opportunity to succeed.

## POSITION SUMMARY

The Family Advocate at the Community Education Building (CEB) acts as a liaison between parents and family resource support and family education programs (FAM programs). In addition to supporting a small cohort of students with critical support needs, the Family Advocate is responsible for being the main liaison between all students serving CEB staff and school family support staff, and the CEB Family Resource Center.

### Job responsibilities include:

- Support a cohort of up to 12 and act as a family services liaison for other student cohorts.
- Conduct home visits with families organized around individualized support plans, as needed.
- Complete assessments to identify caregiver needs to support children's developmental progress.
- Collaborate with internal and external referral sources to mitigate barriers to success.
- Complete family needs assessments to identify families' strengths, resources, individualized needs, and preferred goals.
- Collaboratively establish individualized action plans that can be monitored and encouraged throughout the family's participation in our FRC programs.
- Submit accurate and timely case notes in data management systems and case files.

- Conduct socialization to promote family engagement, socio-emotional development, collaborative learning opportunities, and parent-child bonding through.
- Participate in training and ongoing professional development activities.
- Demonstrate ability to build, cultivate and manage partner and community relationships.
- Help facilitate a structured intervention program for our most remedial students.
- Performs other duties as assigned.

## PERSONAL TRAITS AND STRENGTHS

- Client-service oriented.
- Strong organizational skills
- Motivating and relatable
- Integrity, credibility, and unwavering commitment to CEB's mission.
- A positive contributor to a friendly, respectful, and supportive work environment.
- Natural relationship builder and problem solver
- Committed to clients
- Good listener
- Practices with a strong code of ethics and integrity and fulfills obligations.
- Shows flexibility, initiative, and resourcefulness in all actions and conversations.

## KEY SKILLS AND EXPERIENCE

### Qualifications, Skills & Knowledge Requirements

- A minimum of an associate or bachelor's degree in a related field (i.e., Social Work, Psychology, Special Education, etc.) required.
- Excellent interpersonal, organizational, and advocacy, the ability to balance an empathetic and progressive coaching bond with families.
- Prior professional home visiting experience preferred.
- Demonstrated sensitivity, tact, and professionalism in working with families from diverse cultural and socio-economic backgrounds.
- Familiarity with the Wilmington community, local resources, and resident populations preferred.
- Prior professional experience with or knowledge of home visiting preferred.
- Bi-lingual (Spanish/French) applicants are encouraged to apply.

## WORK REQUIREMENTS

Able to work a flexible 40-hour work week including evening and/or weekend work as necessary.



1200 N. French Street  
Wilmington, DE 19801

302-660-4800  
[info@cebde.org](mailto:info@cebde.org)  
[www.cebde.org](http://www.cebde.org)

---

## EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

## TO APPLY

Please email a cover letter and resume to Laura Johnson at [ljohnson@cebde.org](mailto:ljohnson@cebde.org) with the subject line "Family Advocate".

