

TITLE: FAMILY ADVOCATE

QUALIFICATIONS:

1. High school diploma and some college training preferred
2. Ability to work effectively with staff, students, parents and public
3. Ability to understand and follow oral and written directions
4. Skill and accuracy in oral and written expression
5. Knowledge of community agencies and resources available to assist with family needs
6. Valid driver's license and personal car for use on district business

REPORTS TO: Administrator as assigned

JOB GOAL: To assist families and staff with joint efforts to empower families to promote academic success, to reduce and resolve family/student health problems, to address financial problems, to promote and maintain the emotional well-being of children and families, and to promote safety in their homes, schools and neighborhoods

PERFORMANCE RESPONSIBILITIES:

1. Develops resource and referral information for use by school community; accepts and processes referrals from staff, parents and community
2. Maintains caseload of approximately 10-25 families qualifying for assistance under program; communicates with students and/or family members to assess/reassess needs
3. With assistance from students and/or families, reviews service plans developed by social workers, school intervention teams or other staff; develops service plans as needed
4. Using case management techniques, assists and advocates for clients in implementing service plans by facilitating access to and "linkages" with appropriate agencies and resources
5. Processes paperwork, prepares reports and maintains files as necessary
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule; classified salary schedule, class 13

EVALUATION: Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable