

LEAD FAMILY ADVOCATE  
CONFIDENTIAL

## DEFINITION

Under the general supervision of the Program Coordinator, the Lead Family Advocate is responsible for overall management of the team's caseload, monitoring quality, assessing risk, deploying staff, preparing written reports as needed, and assuring that service plan goals are being met.

## PERFORMANCE RESPONSIBILITIES

The job duties of the Lead Family Advocate include but are not limited to the following:

1. Supervises the Family Resource Center case management team. Receives family referrals from county agencies, community organizations and school districts. Evaluates condition of referred family and assigns case to appropriate case manager based on grant requirements, demographic location and/or staff training.
2. Reviews case management documents and database systems for all case managers on a monthly or as needed basis to evaluate the quality of home visits, parent/child assessments, and case management plan development and completion for all family members.
3. Coordinates initial home visits with Kern County Department of Human Services, Child Protective Services staff and case management team.
4. Carries a case load of no more than 15 families. May provide case management to intensive families during scheduled absence of 195-day case management team or staff on extended leave.
5. Attends Kernville Elementary Response to Intervention meetings. May attend other RTI's as needed.
6. Develops and provides staff training and skill improvement programs as needed.
7. Completes staff evaluations for case management team.
8. Facilitates Parent Project parenting classes in community as needed.
9. Required to complete CPR/First Aid and ASIST and keep certifications current.
10. Conducts grant required monthly case reviews with case management team to review the quality of services, barriers to provision, and to discuss, interpret, and develop departmental Protocols and procedures.
11. Provides reports to the Program Coordinator on program content, activities, and productivity as requested.
12. Assists in the development of case management or related educational programs to meet the needs of the families or students in the district or community.
13. Represents the Family Resource Center and provides outreach information and marketing at school site and community events.
14. Represents the program and Kernville Union School District at various functions in the community.
15. Attends grant trainings and meetings as required.
16. Participates/Leads in meetings, committees and conferences directed by the Program Coordinator.
17. Performs other work related duties as assigned.

## DESIRABLE QUALIFICATIONS

Two years of experience in a supervisory capacity is preferred; ability to plan and direct the work of others; ability to establish and maintain the confidence and cooperation of persons contacted in the course of the work of subordinate staff.

## Knowledge of:

1. Knowledge of community agencies and resources.
2. Knowledge of the principles, procedures, techniques, trends, and literature of case management; knowledge of social aspects of the scope and activities of health and welfare agencies

## Ability to:

1. Ability to work effectively with staff, parents, students, and the public
2. Ability to listen, write, and speak effectively.
3. Ability to work with individuals of diverse backgrounds-
4. Assess diverse situations, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed
5. Ability to work nights and weekends, when required, be willing to travel outside County when needed.
6. Must have access to transportation during working hours with adequate insurance coverage, valid Calif. Drivers License and an acceptable driving record, substantiated by a copy of a DMV record.
7. Residence in the Kern River Valley or the immediate area preferred.

Lead Family Advocate (continued)

- 8. Ability to effectively use and utilize computer hardware and software, especially word processing, excel spreadsheets, and email.
- 9. Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- 10. Ability to design, plan, organize and implement projects and tasks within an allotted timeframe.
- 11. Ability to model, coach, and engage in frequent discussions with employees on topical issues of client engagement, rapport-building, and assurance of professional boundaries.
- 12. Ability to work independently, with minimal supervision.

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = Less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |

- 4 a. Ability to sit for extended periods of time.
- 3 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach all directions.

TERM OF EMPLOYMENT

- 1. 8 (eight) hours per day 12 month
- 2. Confidential Employee
- 3. Children and Family Services Confidential Salary Schedule Range B
- 4. Must have Department of Justice fingerprint clearance and current T.B. clearance
- 5. Subject to grant funding

EXPERIENCE:

- 1. Two years of experience in Social Services, Family Education or a Health related field preferred.

EDUCATION:

- 1. Graduation from High School or equivalent required.
- 2. Six (6) units minimum in Child Development / Family Studies courses (Child, Family and Community, Child Growth and Development, Techniques of Parent Education, Principles and Practices in Early Childhood Education, or related courses or equivalent training and experience.

EVALUATION:

Performance of this job will be evaluated in accordance with the District and Board Policy

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: July 9, 2002  
Revised: August 12, 2014