

PERSONNEL

FAMILY ADVOCATE

Schedule 16 - B

DEFINITION

Under the Lead Family Advocate, Advocate will perform family case management support services through home visitation for a caseload of 20-25 families, link them to support services, provide in-home and classroom parent education curriculum, attend parent/educator intervention meetings, keep accurate records of all interactions and perform related work as required.

EXAMPLES OF DUTIES

Conduct regularly scheduled home visits with 20-25 case managed families with priority going to those referred by Kern County Child Protective Services with a risk of child abuse or where child abuse has been documented; conduct an in-depth comprehensive assessment of the entire family system; develop an individualized family plan focusing on family strengths through consultation with the family. Provide in-home skill building services to support modeling of desired parenting behaviors, information and education about positive parenting techniques and child development; provide parents with information regarding age appropriate development for their child(ren) and techniques to use to enhance their child's development. Provide crisis intervention, as needed, to support family members, defuse situations and assess for harm to family.

Based on the initial needs assessment and ongoing evaluations make referrals for family members to community resources. Work with District Nurse to provide family with health education information on nutrition, dental, and prenatal care, well child exams, and immunizations. Assist with health insurance application and linkage to medical home. Provide information on CalWorks, education advancement, childcare resources, job readiness skills and employment goals to move families to self-sufficiency. Provide resources to assist families in avoiding homelessness.

Provide safety information to insure homes are child safe. Provide substance abuse education including the adverse effects of alcohol, tobacco and other drugs. Provide referrals to and assist clients in accessing programs in alcohol and drug use treatment and cessation.

Facilitate in home and classroom based parenting education classes for parents or caregivers. Prepare lessons plans, purchase supplies and nutritious food for program presentation, and maintain record of participants.

Actively participate in intervention/prevention meetings with agency members, parents and school staff regarding issues families may experience in accessing services. Participate in monthly staff meetings and case reviews. Insure accurate and timely completion of contact notes and data collection. Attend appropriate in-service training for program and agency staff.

Perform other duties as assigned by the Lead Advocate or Children & Families Program Coordinator.

DESIRABLE QUALIFICATIONS

Knowledge of:

Basic office practice and procedures including the preparation of: business correspondence, business forms, and confidential case management files. Working knowledge of the operations of computers, and common office equipment. The candidate must have knowledge of correct English usage, spelling, grammar, and punctuation.

Ability to:

1. Take responsibility and use good judgment in recognizing scope of authority.
2. Compose correspondence independently
3. Knowledge of community agencies and resources
4. Deal effectively with a wide variety of personalities and situation requiring tact, judgment, and poise.
5. Prepare oral and written reports.
6. Operate office appliances.
7. Understand and carry out complex oral and written directions.
8. Willing to work nights and weekends, when required, and be willing to travel outside the county when needed.

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9. Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care licensing.
10. 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.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom = Less than 25 percent
 2. Occasional = 25-50 percent
 3. Often = 51-75 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, codes, rules, policies and other printed matter; 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.
 - 2 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

12 months per year

Must have Department of Justice fingerprint clearance and current T.B
Clearance Subject to grant funding

EXPERIENCE

One year of experience in social services, family education, or a health related field preferred.

EDUCATION

Equivalent to completion of the twelfth grade.

EVALUATION

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

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: May 12, 2009

Revised: April 12, 2011

Revised: August 14, 2018