

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIONS APPROVED MAY 2017**  
**RANGE: 38.0**  
**CLASSIFIED**  
**CODE: NONE**

## **FAMILY ADVOCATE II**

### **DEFINITION**

Under supervision the Family Advocate II will work together in partnership with families to remove the barriers that block enhancement of independence, safety, and health of children at home, in school and in the community.

The Family Advocate II will work in collaboration with other agencies to identify and define family needs, link families to service providers, educate parents and individuals about service systems, and assist families in accessing needed services.

In addition, the Family Advocate II will coordinate the on site counseling program services for students and their families, serve as a community representative on the Kern County Network for Children's Governing Board, serve as the co-chair for the Family Advocate Support Group, provide case management training at the local and regional level, and serve as a mentor for new family advocates.

### **EXAMPLES OF DUTIES**

Establish and maintain a sense of trust and rapport with parents, families and children;

serve as a resource to families regarding programs and services offered in the community, and share information about these program services;

provide case management services which include identifying and prioritizing individual, family and children's needs;

develop case plans outlining targeted goals and objectives;

maintain required documentation for case records and evaluation purposes.

Link individuals, children, and families to services;

provide families with information about programs, how to access services, work collaboratively with these agencies, and provide ongoing support to individuals, children and families during the time their case is open.

Deal professionally with issues related to confidentiality, case records, and interagency agreements;

co-chair monthly Family Advocate Support Groups;

attend Kern County Network for Children Governing Board meetings on a quarterly basis;

attend a variety of conferences and workshops to improve case management skills;

develop and implement case management training for Family Advocates;

serve as a mentor for Family Advocates, and a resource for teachers and other school staff;

provide case management training at the Regional level as requested;

assist in organizing and setting up weekly FAST meetings and Quarterly Collaborative meetings;

perform other related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Applicants should possess knowledge of or have received training in the areas of case management, interviewing, child abuse cases, accessing community resources, cultural awareness, and domestic violence awareness.

### Ability to:

Applicants must be able to communicate effectively, both orally and in writing;

read, speak and write in Spanish preferred;

possess Bilingual/Bicultural ability preferred;

be non-judgmental;

be culturally and linguistically sensitive;

work as part of a problem solving team, and must be a team player;

work effectively and efficiently with minimum supervision;

establish and maintain trusting working relationships with students, parents, peers, school staff, community members and agency personnel;

organize and maintain case files.

### Experience:

Must have a minimum of three (3) years of supervised case management experience in a school setting.

Should have experience working with Students Placed Special Education Programs and possess basic knowledge about special education services.

### Education:

High School diploma or equivalent;

additional education may be substituted for experience.

A Certificate of Proficiency certifying that the applicant has successfully passed the Spanish, English Language Proficiency Examination; which includes reading, writing and conversational skills is preferred.

### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

5/9/17

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