

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2000
RANGE: 34.5
CLASSIFIED
CODE: 2, 4

FAMILY ADVOCATE

DEFINITION

Under general supervision, the Family Advocate will be responsible for working in collaboration with parents, child care providers and agency(s) in order to allow multiple access points into service systems for children and families.

EXAMPLES OF DUTIES

Establish rapport with referred parent/family to share information about services which may assist the family;

implement integrated service delivery system with referred children and families;

deal professionally with issues related to confidentiality, child/family records, and interagency agreements;

provide "case management" and ongoing support to families;

assist in the development of community/health services accessible to the families;

serve as a resource to parents, child care providers and agency(s) regarding programs and services offered in the community;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

How to access community resources including government, health and other community agencies.

Ability to:

Demonstrate non-judgmental cultural and linguistic sensitivity;

understand and implement oral and written directions given in English and/or Spanish;

work effectively and efficiently with minimum supervision;

establish harmonious working relationships with parents, child care staff and hospital/community agency personnel.

Experience:

Successful experience working in a child care program and/or agency as a volunteer or in a paid paraprofessional capacity.

Education:

High school diploma or equivalent;

Spanish speaking 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

11/16/15

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