

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 2003
RANGE: 38.0
CLASSIFIED
CODE: NONE

FAMILY ADVOCATE II - SPECIAL PROJECTS

DEFINITION

Under supervision the Family Advocate II - Special Projects will work in partnership with families and child care providers to enhance the independence, safety, and health of children at home, in child care and in the community.

The Family Advocate II - Special Projects will work in collaboration with child care providers and other agencies to identify and define family needs; educate child care providers, parents and individuals about the service systems; and assist families in accessing services.

The Family Advocate II - Special Projects will serve as a lead advocate for a specific project within the Special Projects Department in the Child Development and Family Services Division.

The Family Advocate II - Special Projects will provide training and mentoring to other advocates within the Special Projects Department.

EXAMPLES OF DUTIES

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

serve as a resource to child care providers and 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;

link child care providers, individuals, children and families to services;

serve as a lead or assist with coordination of special events (ie., health fair) or small projects (ie., Rush to Brush) within the project assigned;

make presentations to child care providers, child care associations, and other organizations;

assist with coordination and development of newsletters or handouts to child care providers;

collect and maintain required documentation for project reports and individual case records;

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

serve as a lead advocate in a specific project, providing direction, training, or mentoring to other advocates in the project;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicants should possess knowledge of family health care issues, nutrition and oral health, child development services, case management, accessing community resources, and cultural awareness.

Ability to:

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

be able to multi task and demonstrate strong organizational and interpersonal skills;

establish and maintain trusting working relationships with other departments, community based organizations, child care providers, parents, peers, community members and health care professionals;

serve as a leader and mentor to other advocates;

make presentations to large groups;

understand and implement oral and written directions in English and Spanish;

read, speak and write in Spanish 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;

collect, organize and maintain required documentation.

Experience:

Three (3) years of experience in child development services or case management services in a school or community health setting.

Education:

High school diploma or equivalent;

Additional education in child development, early childhood education or a related field 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

11/16/15

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