

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED AUGUST 2024**  
**RANGE: 38.0**  
**CLASSIFIED**  
**CODE: NONE**

### **FAMILY ADVOCATE— BILINGUAL**

#### **DEFINITION**

Under general supervision the Family Advocate–Bilingual shall be responsible for actively engaging families in their child’s development and education, establishing and supporting family goals, and linking families to resources and services in the community through outreach, while maintaining confidentiality of sensitive case documentation and information. This position requires the ability to speak and write Spanish.

#### **EXAMPLES OF DUTIES**

Conduct family needs assessments, gathering information specific to the needs of the children and parents within the family;

work in collaboration with partner agencies and stakeholders to identify and define family needs, provide customized referrals and resources for social services to families, coordinate and participate in professional development, community outreach and events, and communicate and collaborate with internal and external stakeholders;

establish and maintain a sense of trust and rapport with children, parents, and partner agencies;

ensure that a trusting and collaborative process is implemented with a specific focus on positive outcomes for all children;

serve as a liaison between families and partnering agencies that provide resources and services offered in the community;

recognize and identify each family’s risk and protective factors, respect the diverse cultures and values of each family, and establish professional roles and boundaries;

provide case management services to include following up with the family and facilitating referrals

develop case plans outlining targeted family goals and objectives;

maintain required documentation for case management and data collection;

provide families with information about programs, how to access services, work collaboratively with partners and stakeholders, and provide ongoing support to individuals, children, and families;

maintain professionalism when dealing with issues related to confidentiality, case records, and interagency agreements;

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

attend a variety of conferences and workshops to improve professional skills;

attend Collaborative meetings with partner agencies;

perform other related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

English and Spanish usage, spelling, grammar, punctuation, arithmetic concepts, and legal terminology as required by the assignment;

child development, case management, interviewing, child abuse cases, accessing community resources, cultural awareness, and domestic violence awareness.

### Ability to:

Communicate clearly and concisely, both orally and in writing in English and Spanish;

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 one (1) year of supervised case management experience working with children and families.

### Education:

High School diploma or equivalent.

### 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.

MG: ra

7/10/2024

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