

## **Family Advocate**

**Time:** 40 hours per week, 10 or 12 months per year

**Hourly** (nonexempt)

**Benefits:** Health Insurance (health, dental, vision), Life Insurance, vacation, sick leave and education reimbursement

**Responsible to:** Support Services/Planning Manager

**Job Description:** Family Advocates work collaboratively as part of an integrated service team to assist enrolled families in the development of Family Partnership agreements and to provide comprehensive, integrated services in the areas of child development/education, health, mental health, nutrition, parent involvement, social services and disabilities services.

The Family Advocates responsibilities include, but are not limited to the following:

### **Family Partnerships**

- Meet with families regularly to establish a positive and supportive relationship
- Support families in the identification of family strengths and needs and in determining family goals
- Inform families of and refer them to available community resources in the areas of social services, health, mental health and career development. Follow up on referrals to assure delivery of services
- Serve as a resource for CAPE parents, informing, counseling and referring through conversations at school, over the phone, on home visits or in the office
- Assist families in completing Family Profile and other family assessments
- Assist in enrollment of eligible children
- Participate in regular case management meetings
- Follow up on issues identified at case management meetings
- Provide written reports to the Integrated Service Team Leader monthly
- Follow up on child absences as directed
- Serve as an advocate for families with community agencies, helping them access resources
- Assist with arranging or provide transportation to appointments when necessary
- Document referrals, family contacts and home visits utilizing Child Plus
- Conduct home visits with enrolled families as necessary.

- Confer with site staff and Integrated Service Team Leader regarding suspected child abuse, and assist in making the report to Child Protective Services if required.
- Maintain classroom bulletin boards and parent resource centers

### **Nutrition**

- Work with family to complete Nutrition Assessment
- Obtain a CCFP application from each family and income verification
- Make necessary nutrition referrals, i.e. WIC after consulting with Nutrition Specialist

### **Health**

- As directed: request needed medical and dental records from providers and refer to providers for necessary services or follow up. Assist family with scheduling and coordinating appointments
- Work with families to complete Health History
- Assist with arranging transportation to appointments or provide when necessary
- Follow up and track referrals to ensure delivery of services including data input into Child Plus
- Provide health education to parents on home visits, at preschool sites, at center parent meetings and at parent education meetings
- Attend meetings, workshops and health related trainings as requested or appropriate
- Ensure that all required screenings are performed with required time frame
- Assist with the Health Fair

### **Mental Health**

- Provide referrals for counseling or therapy and document in Child Plus as necessary
- Assist families with arranging transportation or provide transportation to appointments
- Follow up on referrals to ensure delivery of services
- Provide crisis intervention
- Assist with preparation for parent support or education groups

### **General Responsibilities**

- Attend all staff meetings and trainings as required or requested

- Assist in all major CAPE events
- Assist in maintaining children's case files
- Continue career development through classes, workshops, etc.
- Participate in regularly scheduled group supervision

**Qualifications:**

Education:

- AA or BA in Early Childhood Ed., Social Work, Psychology or related field

Experience:

- Demonstrated ability to work effectively with low income adults and children and experience with ethnic and cultural minorities
- Two years related work experience
- Possession of a valid California driver's license, reliable transportation and vehicle insurance
- Ability to interact positively and communicate effectively
- Familiarity with community resources for families and children
- Good clerical skills including familiarity with computer including Microsoft Word/Windows and Child Plus
- Strong organization skills and the ability to function independently with a minimum of supervision
- Bi-lingual Spanish/English, Farsi/English, Vietnamese/English

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

**Employee Acknowledgement:**

*I understand and agree to the above stated job responsibilities. Any questions regarding my duties, responsibilities and goals will be directed to my immediate supervisor/manager.*

Receipt of a copy of the Job Description is acknowledged.

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Employee Signature

Date