



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: FAMILY SERVICES ADVOCATE – MSHS

BASIC FUNCTION:

Under the supervision of an assigned administrator; conducts outreach, recruitment, and enrollment activities; provides case management and social services support; performs health screenings and nutrition assessments; maintains records in accordance with State Regulations and Head Start Performance Standards; assists families and children in Migrant and Seasonal Head Start and serves as a liaison between the program and home; provides support to families regarding services and resources available to them. Supports parent trainings in various settings.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Conducts outreach, recruitment, and enrollment activities; provides case management and social services support; provides comprehensive health and disabilities services to Migrant and Seasonal Head Start infant, toddler and preschool children and families.

Provides social services and health support to families with identified medical, health and dental needs and other services important to migrant and seasonal families; assists with the timely completion of required child health screenings and assessments, including those for children with potential or diagnosed disabilities; identifies and assists uninsured high-risk families in receiving adequate medical and dental care.

Arranges for health related professional services (e.g. with dentists, nutritionists or registered dietitians, physicians, and other specialists). May provide safe transportation to and from various service providers, if no other means of transportation is available.

Coordinates emergency and intervention services, as well as ongoing case management activities, with other program staff, special service providers, and community partners.

Follows program procedures related to identification and reporting of suspected cases of child abuse and neglect, and domestic violence; supports efforts to implement health and safety related procedures.

Establishes Family Partnership Agreements based on assessment of identified family living and development needs; conducts home visits for assigned families and continuously prioritizes cases requiring prompt intervention and follow up.

Assists with the transition for children between program locations, to other programs, and into kindergarten.

Implements and maintains accurate and timely data tracking and record-keeping systems for child health and disabilities related screenings, assessments, and treatment plans and family support services.

Approved by Personnel Commission 12/14/2017

Family Services Advocate– Migrant & Seasonal Head Start

Supports parent trainings in various settings; provides logistical support and on-site technical assistance for evening parent meetings; supports orientation and parent education efforts; and in collaboration with staff, participates in the assessment of individual and group training needs.

Attends and participates in assigned program meetings and program review activities related to child health and disabilities services, and family and community partnerships; meets with appropriate staff to coordinate services for assigned children and families; assists in the development and implementation of corrective plans of action.

Participates in certification processes related to health services (e.g. vision screening, hearing screening and Pediatric First Aid/CPR) and provides services to children, as assigned; participates in other trainings and provides support as needed.

Maintains current knowledge of laws, codes, rules and regulations related to Migrant & Seasonal Head Start; keeps informed about local resources that may benefit the program; and adheres to and supports confidentiality policy and procedure.

Operates a variety of technology devices including but not limited to a copier, computer and assigned software.

OTHER DUTIES:

Performs other duties as required to accomplish the objectives of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational operations, policies and procedures.

Mandated Child Abuse and Neglect reporting procedures.

Family Services development.

Family engagement and support services.

Case management and family needs assessment systems.

Community resources, services and programs.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience, courtesy and cultural sensitivity.

Operation of a variety of technology devices including but not limited to a computer and assigned software.

Record keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Public relations techniques.

Family Services Advocate– Migrant & Seasonal Head Start

ABILITY TO:

Conduct outreach, recruitment, and enrollment activities.
Learn, apply and explain policies, procedures, rules and regulations.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Work independently and as part of a team.
Establish and maintain cooperative and effective working relationships with others.
Plan, organize and prioritize work to meet schedules and time lines.
Communicate effectively in a second language desired.
Obtain and maintain certification in various health screenings and procedures (Pediatric First Aid/CPR, hearing screening, vision screening).
Operate a variety of technology devices including but not limited to a computer and assigned software.

MINIMUM QUALIFICATIONS (EDUCATION AND/OR EXPERIENCE):

Any combination equivalent to: graduation from high school supplemented by some college-level coursework in community service or related field and one year experience working with children and families, community service, public relations or related activities.

LICENSES AND OTHER REQUIREMENTS:

Complete Program sponsored Family Development Certification within 18 months of hire or provide documentation of similar certification in social work, human services, counseling or related field.

Valid California driver's license.
Maintain current auto insurance.
May be required to provide own transportation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Home visits to various locations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Occasional travel out of area.