

# DELANO UNION SCHOOL DISTRICT

## Family Advocate / School Readiness

### Job Summary

Under the supervision of the Superintendent or designee, performs tasks associated with empowering, strengthening, and promoting family self-sufficiency and enhancing systems for delivering services to families and children that address critical issues and needs.

### Qualifications

Ability to work effectively with staff, students, parents, and the public. Ability to understand and follow written and oral instructions. Must have the ability to make decisions and work independently with minimum supervision, possess good human relation skills, integrity, courtesy, good judgment, professional appearance, and dependability. Bilingual-biliterate skills required. Bilingual is defined as earning a passing score on both the district bilingual oral and written skills test. Skill and accuracy in oral and written communications required. Knowledge of community agencies and resources available to assist families with needs. Must have a valid California Driver's License and be willing to use personal car in the course of performing job duties as a condition of continued employment.

### Experience

Prior experience in public health, social service, or related fields is preferred.

### Education

High school diploma or G.E.D. required. College degree (associate of arts or equivalent) preferred. Must meet standards for English, spelling, and grammar. Must pass a district-administered test of basic skills.

### ESSENTIAL FUNCTIONS OF THIS POSITION

Assist and support families and staff with joint efforts to empower families to promote academic success, to reduce and resolve family/student health problems, to address financial insecurity, to promote and maintain the social-emotional well-being of children and families, and to promote health and safety in their homes, schools, and neighborhoods through:

1. Maintains current resource and referral information for use by school community; accepts and processes referrals from staff, parents and community.
2. Maintains caseloads of approximately 15-30 families qualifying for assistance under the program; communicates with students and/or family members to assess/re-assess needs.

3. With assistance from students and/or families, reviews service plans developed by the school nurse, social worker, school intervention teams, or other staff; develops service plans as needed.
4. Using case management techniques assists and advocates for clients in implementing service plans by facilitating access to and "linkages" with appropriate agencies and resources.
5. Makes home visits as necessary.
6. Processes paperwork, prepares reports, and maintains files as necessary.
7. Assist with clients with utility assistance and rental assistance when funding is available. Links families to resources as needed.
8. Maintains documentation to meet First 5 Kern reporting. Participates in First 5 Kern Staff Development and strategy meetings.
9. Helps to maintain pantry supplies, assemble food baskets, and update food inventories.
10. Assists with storage and distribution of car seats. Collaborates and hosts with agencies' car seat fitting/information events.
11. Plans and provides age-appropriate activities in the areas of early childhood education.
12. Facilitates Community Collaborative meetings; provides information on family resources to Collaborative stakeholders.
13. Provides (ECE) First 5 Kern parenting education classes to satisfy performance measures.
14. Provides information about State-sponsored health insurance (Medi-Cal) programs. Assists in enrolling families into health insurance programs as needed.

#### ESSENTIAL PHYSICAL FUNCTIONS OF THIS POSITION

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- |    |            |                 |    |               |                 |
|----|------------|-----------------|----|---------------|-----------------|
| 1. | Seldom     | = Less than 25% | 3. | Often         | = 51 - 75%      |
| 2. | Occasional | = 25 - 50%      | 4. | Very Frequent | = 76% and above |

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and

- 4 d. policies and other printed matter and observing students.
- 4 e. Ability to hear and understand speech at normal levels.
- 3 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 g. Ability to bend and twist, stoop, kneel, run and crawl.
- 3 h. Ability to lift 40 lbs.
- 3 i. Ability to carry 20 lbs.
- 2 j. Ability to operate office equipment.
- 2 j. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Participates in meetings, trainings, workshops, and District and school site collaborative forums.
2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work; meets timelines and schedules.
5. Maintains and establishes appropriate confidentiality of materials.
6. Other related duties as assigned

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Board approved: August 1, 2022