

DELANO UNION SCHOOL DISTRICT

Family Advocate / Community Outreach Worker

Brief Job Description

Performs tasks associated with empowering, strengthening, and promoting family self-sufficiency and enhancing a system for delivering services to families and children that address critical children's issues.

Administrative Relationship

Works under the direction of the Coordinator of Health Services or his/her designee.

Major Duties and Responsibilities

Assists families and staff with joint efforts to empower families to promote academic success, to reduce and resolve family/student health problems, to address financial problems, to promote and maintain the emotional well-being of children and families, and to promote 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 social worker, school intervention teams, school nurse, 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. Performs other related duties as assigned.

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 judgement, neat appearance, and dependability. Bilingual-biliterate skills required. 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 highly desirable.

Education

Graduation from high school or equivalent required. Some college preferred. Must meet standards for English, spelling, and grammar. Must pass a district-administered test of basic skills.

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

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|----|------------|---|---------------|----|---------------|---|---------------|
| 1. | Seldom | = | Less than 25% | 3. | Often | = | 51 - 75% |
| 2. | Occasional | = | 25 - 50% | 4. | Very Frequent | = | 76% and above |
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| <u>2</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | f. | Ability to bend and twist, stoop, kneel, run and crawl. |
| <u>3</u> | g. | Ability to lift 40 lbs. |
| <u>3</u> | h. | Ability to carry 20 lbs. |
| <u>3</u> | i. | Ability to operate office equipment. |
| <u>2</u> | j. | Ability to reach in all directions. |

OTHER RELATED FUNCTIONS OF THIS POSITION

1. 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.