

FAMILY SUPPORT CENTER ADVOCATE

Purpose Statement

The job of Family Support Center Advocate was established for the purpose/s of working with the Coordinator of Safe Schools Healthy Students (SSHS) grant to set up three Family Support Centers; serving as a school-community liaison and case manager by meeting one-on-one with youth, parents, and families (self, school, Department of Family Services (DFS), or court-referred) to help them assess their needs, matching and/or referring them to various Center, District, and community services and programs; organizing and overseeing several services and programs that will be offered on-site, including youth, parent, and family support groups (parent and family skills training; family support services; youth mentoring; family fun); and providing free child care on-site to facilitate parent attendance.

This job reports to SSHS Grant Coordinator

Essential Functions

- Assists the program coordinator with recruitment (e.g. staffing needs and related documentation, etc.) for the purpose of hiring adequate staff to work in various project capacities to complete goals and objectives of the program.
- Assists the program coordinator with conceptualizing and developing a blended approach to professional development (e.g. instructional courses provided by high-caliber instructors, Communities of Practice with study groups and on-line networks, mentoring, resources, and adult learning, etc.) for the purpose of ensuring that best features of various strategies will meet the expectations of program goals and objectives.
- Attends various meetings and trainings (e.g. national, regional, and community-based organizations; schools; training centers, etc.) for the purpose of collaborating with others and acquiring additional resources to advance integration and support of program goals and objectives.
- Collaborates with all partners regarding implementation of and coordination of services (e.g. District divisional staff, auxiliary services, students, parents, community organizations and participants, etc.) for the purpose of meeting project goals and objectives.
- Collaborates with the program coordinator regarding the project budget (e.g. execution of timeline and progress, etc.) for the purpose of ensuring compliance of financial goals and objectives of the program.
- Develops and maintains project data (e.g. policy and procedure manuals, website, newsletter information, links, spotlights, administrative updates, etc.) for the purpose of ensuring that accurate and updated information is conveyed to the District and the community.
- Develops resources and additional partnerships (e.g. national, regional, and community-based organizations; schools, training centers, etc.) for the purpose of supporting and sustaining project goals and objectives.
- Reports (with or in place of project coordinator) to various district and community boards and organizations (e.g. Board of Trustees, etc.) for the purpose of presenting and disseminating information on the status of progress in meeting the goals and objectives of the program.
- Serves as a school-community liaison and case manager for prospective customers (e.g. students, parents, and/or families, etc.) for the purpose of assessing their needs and taking appropriate action in alignment with program goals and objectives.
- Serves on the project Steering Board for the purpose of building a strong working relationship with participating members.
- Supports the program coordinator with the collection of data for the purpose of providing information and meeting federal reporting requirements.
- Supports the program coordinator with the coordination of and collaboration with consultants (e.g. project evaluator, etc.) for the purpose of facilitating project roles and responsibilities.

Other Functions

- Performs other related duties as assigned by supervisors for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; working collaboratively with others within and outside of the District; skilled at data collection and electronic data management; and competent in basic grant writing and program reporting.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: program principles and methods; program policies and procedures; working knowledge of the current state of prevention science in regard to the development of resources; understanding of risk and protective factor assessments, documentation, and program matching; knowledge of effective collaboration, coordination, and strategic principles and practices in communication, organization, motivation, and conflict resolution capabilities; and practices of budget preparation and administration; and knowledge of Spanish is preferred.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; adapting to changing work priorities; providing administrative and professional leadership; managing effective and efficient content and delivery programs, services, and activities; selecting and supervising speakers and trainers; allocating limited resources in a cost-effective manner; and communicating clearly and concisely, both orally and in writing; and Spanish communication skills are preferred.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License
Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

10/17/2007

Classified 57

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____