

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Family Advocate**

**DEFINITION**

Under general direction of an assigned supervisor, provides support and resource information to families, and private child care providers; serves as liaison between the school district, community, and families whose children are enrolled in private child care centers and family child care homes; performs related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Director, School Readiness

**SUPERVISION OVER**

None

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Works collaboratively with school districts and community agencies to support the needs of families and children enrolled in private child care centers and family child care homes; works collaboratively with the Early Childhood Education Specialists to provide resource materials and support when needed; demonstrates resource materials at trainings, resource fairs and child care centers; assists private child care providers to identify the needs of children and families; communicates with families, teachers, and others to assess the needs of families, facilitate referrals, exchange information, and resolve issues and concerns; maintains contact with service providers regarding family progress; supports families and social services needs, including but not limited to, housing, health insurance, public assistance, hunger, and other community resources and services; assists families with transition to school activities including providing kindergarten registration information; after proper training, conducts vision and hearing screenings on children; prepares and maintains records and reports related to families; participates in and encourages parent involvement in school programs, activities supporting community awareness, parent trainings, and events; makes presentations at workshops and parent trainings; maintains confidentiality of children, families, and providers involved in the program; attends and participates in meetings, trainings and conferences as assigned.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience

Any combination of education, training and experience which demonstrates ability to perform the duties as described; a typical qualifying background would include an associate of arts or bachelor's degree in human services, human development, child development, or a related field; experience working with families in a school setting, or social service agency.

Knowledge of:

Available community resources and services; social services concepts and principles; crisis intervention techniques; principles of child development and early childhood education; proper telephone etiquette and techniques; standard record-keeping systems; applicable state and federal codes, laws and regulations; standard software applications.

Skill and Ability to:

Interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds; work independently with minimal supervision; communicate effectively in oral and written form; operate a computer and use standard software applications; react with flexibility and sensitivity to changing situations and needs; organize and prioritize work; effectively carry out written and oral instructions; maintain cooperative work relationships.

Other Characteristics

Possession of valid California driver's license and willingness to travel locally using own transportation, with mileage reimbursed, as needed.

Revisions approved by Personnel Commission 9/14/10

Approved by Personnel Commission 5/13/08