

**School District of Santa Rosa County
Job Description**

Pre-Kindergarten Family Advocate

Reports to: Director of Pre-K Programs	FLSA Status: Non-Exempt
Department: Pre-Kindergarten	Prepared by: Human Resources
Date: March 09, 2017	Evaluation Code:
Position#:	Range: 8

Principal Duties and Responsibilities (Essential Functions)

- Maintain support and on-going communication with area content specialists and program staff.
- Maintain and submit accurate and complete information, e.g., reports and records.
- Ensure timely disposition of correspondence and messages to appropriate personnel.
- Develop, implement and document Family Partnership Agreement with each family, to include assessments of family strengths and concerns and initiation of a mutually agreed-upon Family Plan, with periodic status review.
- Maintain accurate, efficient, confidential and current records on each child and their family to include family contact notes, computer tracking forms, change of status forms, recruitment forms, providing information to other program personnel as requested.
- Attend and participate in Family Advocate meetings.
- Assist and ensure application procedures and forms are complete, working cooperatively with staff to maintain full enrollment without exceeding class size limits.
- Maintain accurate, confidential and efficient records for the purpose of documentation and planning.
- Serve as an advocate for children and their families' health needs and concerns.
- Assist Parent Committee members by providing needed information and resources.
- Facilitate the delivery of services to children and families through collaboration with community partners.
- Actively participate in community resource planning and related work to establish and foster strong partnerships.
- Make home visits and contact the family as needed or required by agency plans and procedures.
- Provide, document and follow-up on referrals for family concerns to community resources.
- Perform other incidental tasks consistent with the goals and objectives of this position.

Supervision Received:

Director of Pre-K Programs/Designated Program Specialist

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

1. High school diploma or GED
2. Minimum of one year experience working with families and young children
3. Within eighteen months of hire, at a minimum, must have a credential or certification in social work, human services, family services, counseling or a related field.

Physical Demands:

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Terms of Employment:

10 months

7.50 hours per day

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within the job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.