



Posted: September 10, 2015
Open Until Filled

POSITION: FAMILY ADVOCATE
(BILINGUAL SPANISH/ENGLISH REQUIRED, BILITERATE PREFERRED)

PROGRAM: LIVE OAK COMMUNITY RESOURCES (LOCR)
A PROGRAM OF COMMUNITY BRIDGES

POSITION DESCRIPTION:

Under direct supervision by the Program Manager, and within the scope the agency's mission, the Family Advocate provides a variety of paraprofessional services, including information and referral, case management, and parent education using strength-based strategies. The Family Advocate will work with diverse populations, including those at-risk, foster families, and youth on probation.

DUTIES & RESPONSIBILITIES:

Information & Referral

1. Provides family service information and referrals as requested by parents, community members, professionals or staff members of the LOFRC.
2. Provides follow-up on referrals.
3. Maintains up-to-date files on community resources and service.

Case Management

1. Assists in developing goals, objectives, and strategies to resolve barriers, access services and strengthen the overall well being of families.
2. Develops and implement service plans.

Parent Education

1. Assists in planning and delivering activities specific to needs of the families, including parent education, workshops and parent support groups.
2. Facilitates small and large group meetings and conduct training seminars and classes.
3. Teaches parent education courses as developed.

Outreach

1. Develops and implement outreach goals and activities to increase the Live Oak community's access to services.
2. May assist and lead in outreach and recruitment efforts to attract and retain community participants dedicated to improving their leadership skills and communities.

General

1. Establishes and maintains relations with community agencies in order to develop knowledge about their services and resources.
2. Develops and maintain files, document services, gather statistical information, input data and assist with completing written reports in compliance with funding requirements.
3. Submits regular, timely reports on activities and results.
4. Develops and maintain effective working relationships with clients, staff, representatives of community agencies and the public.
5. Maintains confidentiality of client and staff records.
6. Participates in a range of training activities to develop expertise in techniques of case management, parenting, child development, child abuse prevention, domestic violence, substance abuse, mental and physical health and other relevant topics as needed.
7. Attends regular community and staff meetings in order to maintain up-to-date information on the center and other community resources.
8. Assists in evaluation of program efforts and activities for effectiveness and culturally appropriate methods; assists in development of culturally appropriate program services and activities for racial, ethnic and culturally diverse population.
9. Provides or facilitates oral and written translation from English to Spanish and Spanish to English.
10. Coordinates meetings as assigned.
11. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrate a knowledge and sensitivity to their needs.
12. Performs other duties as assigned.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

KNOWLEDGE, SKILLS, AND ABILITIES:

- In working or volunteering in the field of family education and/or child development;
- Ability to identify strengths and underlying needs in individuals, families and communities
- Coaching and modeling skills;
- Experience in building strength-based relationships; ability to identify individual and family strengths and build on them;
- Interpersonal skills that demonstrate a genuine interest in and respect and empathy for all children and families;
- Willingness to meet with families in their home or in a variety of community-based environments, including parks, schools, clinics, etc.;

- Experience in conducting interviews with children and families;
- Relevant experience with or knowledge about domestic violence, substance abuse, mental health, child development, and family systems;
- Of standard office practices and procedures, including answering the telephone and use of standard office equipment;
- Of developing and monitoring a simple budget;
- In dealing with clients in person and over the telephone, determining the nature of the call and referring them to the proper person or agency;
- In maintaining accurate records, compiling data, and preparing reports according to an established format;
- In managing multiple demands and making decisions;
- In working independently without direct supervision;
- In attending to a variety of office support details;
- In dealing tactfully, cooperatively, and effectively with other agency staff members, community organizations, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.
- Ability to occasional lift objects up to 40 pounds.

MINIMUM QUALIFICATIONS:

- Any combination of experience and education that provides the skills, knowledge and abilities listed may be qualifying. A typical way to obtain these qualifications would be:
 - B.A. or A.A. in Psychology, Sociology, Community Studies or related field and/or
 - Two years' experience working in the human services or parent education fields.
- Bilingual Spanish/English required.
- Must have a valid CA driver's license, have access to a motor vehicle incidental to the performance of work, and be insured.
- Must be able to lift up to 25 lbs.
- Advocates who transport clients must pass a pre-employment drug screen and comply with periodic testing for drug use and alcohol misuse.
- Must pass criminal background check and maintain a clean record.

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, 30 hr/wk position with some weekend and evening hours required.
- The starting salary range for this position is \$13.81 to \$15.77 per hour depending on experience (with an additional \$0.40/.10 per hour bilingual /biliterate differential after passing a test administered by the Human Resources Department).
- Regular on-site attendance is required.

UNION:

The Family Advocate position is represented by the SEIU bargaining unit.

BENEFITS:

- For employee: paid medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 30 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 30 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.

APPLICATION DEADLINE:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion or religious dress and grooming, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender, gender identity/expression, color, marital status, or medical condition.