



### **Inst Asst 3 / Family Advocate**

#### **Purpose Statement**

The job of Inst Asst 3 / Family Advocate is done for the purpose/s of providing support to the instructional program with specific responsibilities for conveying information regarding school and/or district activities and procedures; facilitating administrative processes; supervising other Family Advocates; providing information on services available to eligible students and families; and referring families to other agencies.

This job reports to Lead District Social Worker

#### **Essential Functions**

- Acts as a liaison between school district and parents/students for the purpose of facilitating access to resources.
- Assists parental involvement in children's school life by developing effective communication and relationships between parents and the school district (e.g. obtaining an email address, acquiring an inexpensive phone plan, overcoming language barriers, etc.) for the purpose of becoming active participants in the school system and the community.
- Assists assigned administrators in developing program resources for the purpose of fostering community resources and developing reference lists of available community resources.
- Attends meetings as needed (e.g. district screening, parent teacher conference, parent student meeting, school team meetings, etc.) for the purpose of conveying an/or gathering information required to assist district staff.
- Conducts home visits for the purpose of assessing family needs.
- Confers with a variety of individuals in person, by phone, or via e-mail, (e.g. teachers, parents, social workers, advocates, psychologists, student services secretary, community agencies, etc.) for the purpose of assisting with the evaluation of student
- Coordinates with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Helping families attend a variety of meetings (e.g. SEP, IEP, PTA, various school programs, etc.) for the purpose of ask questions and/or gathering information.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. daily log of activities, program participation, progress, referrals, etc.) for the purpose of providing required information and/or documentation.
- Mentors parents to navigate and build relationships between community partners and social service agencies (e.g. truancy school, court, Provo Attendance Court (PAC), Wasatch Mental Health, DWS (Medicaid and Food Stamps), dental and medical appointments, etc.) for the purpose of acquiring needed assistance from available resources.
- Orients students, families and volunteers for the purpose of establishing familiarity with program, services, and required processes.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Prepares a variety of documents, reports and written materials (e.g. reports, memos, letters, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information, support, and/or direction.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development; and community resources, federal and state education programs.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work 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 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training:**

**Clearances**

Continuing Education Requirements

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

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