

# Farmersville Unified School District

## Healthy Start Family Advocate

**General Description:** Healthy Start is a reform initiative funded by California Department of Education. The purpose is to improve the lives of children and their families in Farmersville by providing culturally appropriate, integrated, accessible, strengths-based educational, healthy, mental health, social, and other supports and services, located at or near schools. The **family advocate** works directly with Healthy Start clients and helps the coordinator oversee the three goals of Healthy Start including (1) ensuring that each child receives the physical, emotional, and intellectual support in school, at home and in the community to learn well; (2) building the capacity of students and parents to be participants and leaders in their community; and (3) helping schools and other child/family-serving agencies to reorganize, streamline, and integrate their programs to provide more effective support.

Family Advocate works under the supervision of the Healthy Start Coordinator.

### **Example of Essential Duties and Responsibilities**

1. Coordinates and documents the intake of families requiring Healthy Start Program services
2. Develops individual and family files
3. Provides guidance and leadership for families to access agencies and services
4. Develops and initiates referral plan to resolve clients' problems and meet their needs
5. Provides necessary documentation for Medi-Cal billing for services rendered.
6. Attends meetings as required
7. Assists in compilation of reports
8. Helps plan staff and parent/family activities
9. Makes home visits
10. Works flexible hours
11. And other duties as assigned by the Healthy Start Coordinator

### **Qualifications**

1. Experience working with families in need of social services
2. Proficient in speaking, reading, and writing Spanish and English
3. Proficient in word processing, spreadsheet usage, basic desktop publishing
4. Experience working with various staffs of social agencies and school districts
5. Basic word processing/computer skills

### **Ability to:**

1. work 40 hours per week on a flexible schedule
2. respect confidentiality of all Healthy Start participants
3. effectively communicate in both verbal and written mode in Spanish and English

### **Desirable:**

1. Experience in service provider agencies

### **Willing to:**

1. Learn computer applications as necessary
2. Contribute to a positive working environment
3. Work cooperatively with others in achieving program goals
4. Interact with colleagues, staff, parents, pupils, and the public in an open, positive, and constructive manner
5. Travel as required

***Licenses, Certifications and/or Testing:***

1. Valid California Drivers License
2. Criminal justice fingerprint clearance
3. Pass F.U.S.D. proficiency test in math and English OR provide proof of passing college English and math entrance exam OR AA degree or above

***Education:***

High School Diploma or equivalent and Associate Arts Degree or 30 college level units

Board Approved: August 14, 2001

CSEA Approved: September 12, 2001