

STUDENT/FAMILY ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating and implementing advocacy programs and services for school children and their families. Responsibilities include the facilitation and implementation of prescribed treatment programs, which address the social, emotional and psychological needs of students. The incumbent acts as an advocate for and a liaison between the student, student's family and the local services agency. Professional counseling is not a function of this position. Work is performed under the general supervision of the School Superintendent or his/her designee. A Student/Family Advocate does related work as required.

TYPICAL WORK ACTIVITIES:

- Insures that students and their families have access to information regarding mental health and education services;
- Accepts referrals and meets with students and families to initiate prescribed goal setting strategies toward development of strength-based families;
- Accompanies students and families to meetings while acting as an advocate;
- Communicates with school district officials providing information on the progress and status of cases;
- Insures family involvement in planning, implementation and evaluation of prescribed services for children;
- Implements process and procedures for gathering and evaluating feed back from families regarding prescribed services and support;
- Provides opportunities for families of students with emotional/behavioral issues to participate in one-on-one or group support efforts with other families;
- Develops linkages with community based agencies , organizations, business and other agencies for the purpose of accessing services with local experts;
- Participates as a team member of the advocacy/rehabilitation group;
- Compiles and completes a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the characteristics, problems and needs of students; good knowledge of community based programs and resources available for students and families; ability to establish trust and maintain support with students and family members; ability to plan, organize, implement, coordinate and evaluate programs to meet the need of students and families; ability to establish and maintain effective working relationships with mental health professionals and community organizations or agencies; ability to make accurate and objective observations; ability to communicate effectively, both orally and in writing; ability to work independently; good judgement; initiative; tact and courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Completion of sixty (60) credit hours of study at the collegiate level which must have included a minimum of fifteen (15) credit hours in human services, psychology, social work or social sciences and one year experience in a program providing services to youth;

OR

- B) Graduation from a New York State registered or recognized college or university with a bachelor's degree in the social or behavioral sciences.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: