



Child Advocates / Parent Coaches
Child Abuse Prevention Council

Classification: Mental Health Specialist 3
Position Title Family Advocate
Department: Clinical
Reports to: Program Manager

Definition of Classification & Job Title:

Under general supervision this position functions as a direct link between the children and families referred by school based programs. This position is responsible for case management and rehabilitation services to children (0-18) and their families in accordance with specific contracts for which this position is placed. To include: direct collaboration with mental health clinician, comprehensive assessment of children, developing case plans, referrals to community resources, instruction and trainings for children & families (one-on-one and in group or classroom settings), follow-up contact, coaching, mentoring, and social service support to the client.

Description of Duties:

1. Represent the agency in a consistently professional manner, always modeling a commitment to the agency's Mission and Values.
2. Maintain case files and data base programs on a daily basis and assisting with any related statistical and/or evaluation components.
3. Provide intense home based services to assigned families; focusing on development of family needs and service plans, access to various resources, and overall support with mental health issues challenging the family and/or identified client.
4. Assume responsibility for case assessments, service/client plans, and reports for each client.
5. Maintain regular communication and collaboration with mental health clinician to ensure supportive and multi-disciplinarian services are provided to clients and families.
6. Have a solid working knowledge of all the rules, regulations, and laws that apply to the contracts.
7. Have a solid working knowledge of behavior interventions and therapeutic techniques.
8. Have a basic knowledge of mental illness diagnosis.
9. Establishes trust with families through family centered support and encouragement. Use strength based approach and perspective at all times, while implementing motivational interviewing and knowledge of protective factors in work.
10. Provide concrete activities and education to strengthen parent and child attachment and bring the child into focus.
11. Teach problem solving skills to enhance family functioning and assist in setting and achieving family goals.
12. Support families in providing a healthy and safe environment for children.
13. Coach parents to act as advocates for themselves and their children.
14. Provide developmental and behavioral assessments of children as appropriate.
15. Participate in all relevant school based meetings and develop healthy working relationship with school personnel, etc.
16. Assist the Clinical Director and/or Program Manager as requested.
17. Promote and maintain a sense of teamwork between CAPC staff, community partner agencies, and other individuals relevant to the successful case management of each case.
18. Network with other community agencies and participate when requested, in community and health fairs and other events designed to promote CAPC programs.
19. Other duties, both program specific and CAPC related, as assigned.

Minimum Qualifications

Education: Graduation from an accredited four year college or university with major course in social services, Psychology, Child Development or a closely related field.

Experience: At least 2 years of relevant experience working with children and families or social work case management.

Knowledge of: The child welfare system, mental illness, childhood development, and child abuse issues.

Ability to: Gather and analyze data; organize and write reports, read, understand, interpret and apply pertinent rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain working relationships with others; present oneself professionally.

Technical Skills: Intermediate knowledge of Microsoft Office (Word, Excel, Access, Outlook, PowerPoint, Publisher).

Condition of Employment: Employee shall be required to provide a T.B. clearance (checked every two years), submit fingerprints for Department of Justice Clearance, and provide annually, a DMV record report compliant with the Agency's liability insurance requirements. This position is required to provide proof of immunization records for Pertussis, Measles (unless a written statement from the employee's physician is provided that there is a medical reason not vaccinate the employee), an annual record of Flu immunization (or a signed statement from the employee that they have declined to be vaccinated against the flu). Employee must have a car, a valid driver's license, and proof of automobile insurance. Employee must demonstrate strong interpersonal skills and the ability to communicate with clients and co-workers in a compassionate, non-discriminatory, non-judgmental manner. Position is dependent on continued funding and is an at-will position. Be available to work on evenings and weekends as required by supervisor.

Physical Demands: In order to perform the job duties associated with this position, the employee is regularly required to use his/her hands to finger, handle, grasp objects, tools and/or controls. The ability to talk, sit, stand, walk, and hear well is necessary. The employee may also be required to reach with hands and arms, climb or balance, stoop, kneel, crawl, or crouch. On occasion, the employee may be required to lift and/or move 25 pounds. Visual ability to judge distance, color, focus, and see peripheral objects is also necessary.

Physical demands described here are representative of those that must be met by every CAPC employee. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.