



## JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Family Health Advocate	Family Services	Family Services Manager
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

### POSITION SUMMARY

Provide services to families with children in the Program in the areas of Social Services, Health, Nutrition, Disabilities, Mental Health, and Parent Engagement. Develop partnerships with families to support strengths and needs by facilitating individualized family goals related to the health, education, and well-being of the family. Collaborate with parents, staff, and other community agencies. Recruits families to ensure full enrollment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Develops positive, trusting relationships with families and staff.
- Provide support and education to families in the areas of family services, health, nutrition, dental, mental health, financial issues, and disabilities to strengthen families.
- Complete required reports, records, and case notes on each child. Enter data into appropriate software programs.
- Assist parents with individualized goal setting by providing a program that meets the family's interests, and abilities. Facilitate appointment-making by families to obtain necessary services, including assisting with transportation needs, appointment reminders, and direct advocacy with service providers.
- Assist parents with translation to enable participation at program functions.
- Plan, schedule, and facilitate parent meetings and parent training on a variety of topics.
- Participate in agency activities.
- Perform other duties as assigned

### MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or equivalent with related experience or training in a social services field is required. Associate's or Bachelor's degree in Social Services or related field of study is preferred.
- Social Services Credential within 18 months of hire.
- Two years related experience working in the social services field, preferably with young children, adults, and low-income families preferred.
- Knowledge of community service agencies and resources preferred.
- Current Driver's license, insurance, and access to a reliable automobile during work hours

- Oral and written fluency in English with a preferred fluency also in Spanish, Russian or another language that meets community/department's needs.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or listen. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

### NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

*Mid-Columbia Children's Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.*

**Reviewed with Employee By:**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Received By:**

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_