

## **PARENT ADVOCATE**

### **Purpose Statement**

The job of Parent Advocate is done for the purpose/s of providing services and support for young fathers including home visits, academic tutoring, parenting/communication classes, and employment assistance; ensuring operation in compliance with pertinent grants; providing information to eligible students; and providing references and/or support to young fathers and/or fathers to be.

### **Essential Functions**

- Accompanies young fathers to educational events, seminars, and other programs for the purpose of encouraging their participation in those activities.
- Acts as a liaison between the district and young fathers and/or other school districts for the purpose of facilitating access to information about the program, district policies, community services/programs and/or recruiting program participation.
- Assesses young fathers in the program for the purpose of determining needed services.
- Assists parents in locating and enrolling in skill development courses (e.g. ESL classes, nutrition/cooking, computer training, etc.) for the purpose of promoting parental effectiveness and student achievement.
- Communicates with young fathers in the program throughout the year for the purpose of providing information, encouragement and/or referrals.
- Maintains a variety of records (e.g. program participation, progress, referrals, etc.) for the purpose of providing required information and/or documentation.
- Performs home visits for the purpose of recruiting and/or providing support for young fathers.
- Prepares written materials (e.g. grant proposals, reports, memos, letter, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides information for young fathers (e.g. parenting, job development, communication, budgeting, anger management, etc.) for the purpose of delivering services in conformance with established guidelines.
- Provides specialized services on behalf of young fathers (e.g. supervised visitation; tutoring; assistance with GED preparation, graduation requirements; information, resources, referrals, etc.) for the purpose of assisting young fathers with educational, occupational and parenting skills.
- Researches a variety of information for the purpose of gathering information on best practices, relevant research, etc.
- Responds to inquiries for the purpose of providing information, resources and/or referrals to young fathers.
- Supports Horizon Principal in the development of curriculum, budgeting, job development and communication classes for the purpose of assisting them in the completion of their work activities.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Participates in workshops, meetings, community teams, etc. for the purpose of receiving and/or presenting information related to family and child support services.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: stages of child development; and pertinent community resources.

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 variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; and working as part of a team.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience** Job related experience within increasing level of responsibility is desired.

**Education** High school diploma or equivalent.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Driver's License

**Continuing Education/Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Salary Grade**

Classified 14