



**Family Advocacy Program Assistant
2022-2023 Job Description
Communities In Schools Chatham County**

General Duties: *The Family Advocacy Program Assistant (PA) is responsible for assisting with the implementation of the Family Advocacy/Department of Public Safety: Division of Juvenile Justice: Structured Activity Program: Parent/Family Skill Building. The program assistant provides education and advocacy to family members and youth referred to this program.*

Reports to: Family Advocacy Program Coordinator

Capacity Building (human resources, professional development, communications, marketing)

- Participate in at least one professional development training/activity during fiscal year: this may include required CEUs for on-going certification for Parent Support Partners. Place documentation of attendance in personnel file.
- Continue to learn best practice approaches to Parent/Family Skill Building Component.
- Include a quote or short story of the positive impact of the program in the monthly program report, and connect with agency staff coordinating social media campaigns with stories highlighting the Family Advocacy program.
- Coordinate activities/shared clients with Community Service & Restitution, Teen Court, and school-based staff as available.

Sustainability (funding strategies, financial management, partnership engagement)

- Maintain involvement with other agencies, groups, initiatives, and partners that provide benefit to youth and families in Family Advocacy Program.
- Assist with maintaining and expanding community partnerships with the goal of serving program youth or parents with resources or activities during fiscal year.
- Assist in coordination with community groups to support supply drives as needed, examples: United Way, Young Democrats, Build a Backpack Campaign, etc. Supplies examples: hygiene, school, food, camping, etc.
- Assist in coordination with other agency staff for agency wide events: Back to School Bash, Christmas gifts, etc.

Impact: school and student supports (site designations and evidence-based programming), community based programming, data collection and evaluation

- Be familiar with goals, objectives and budgets as specified in 2021-2022 JCPC Family Advocacy Program Agreement
- Assist with entering all data into NC Allies upon receiving a referral, admitting and closing a youth's file. Maintain up to date paperwork as required by DPS DJJ to be in client files. Keep all client files in locked filing cabinet.
- Assist with submission of monthly reports to Juvenile Court Counselors on progress of youth as needed.
- Assist with communication with Juvenile Court Counselors on progress of youth in program and delivery of services.
- Attend monthly court planning and juvenile court sessions as needed or requested by program coordinator.
- Assist families in problem solving by providing support/advocacy groups for parents and for youth.
- Assist with providing information, resources, and education to families (i.e. Child-specific issues, community resources, self-awareness, etc.)
- Assist families in advocating for their children during issue-related meetings; i.e., Child and Family Team meetings, IEP meetings, and others.
- Model and teach skills to parents/guardians to improve outcomes. These may include but are not limited to: communication, accountability, advocacy, and self-care skills. This may occur through one on one coaching or in group sessions.
- Assist with communication to families, youth, partner agencies, and the community.
- Provide emotional support to families through active listening as needed.

- Assist program coordinator to insure all information in NC Allies is updated for Six Month and End of Year reporting.

Other:

- Participate in weekly staff meetings
- Assist in general office duties: answering phones, greeting visitors, general office cleaning, watering plants
- Keep personal office cleaned on a weekly basis
 - placing paper in organized piles
 - floor clear, vacuumed
 - Participant files organized, stored in locked filing cabinet
 - trash emptied

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by Executive Director.

I understand and agree to carry out the duties described in this Job Description.

Family Advocacy Program Assistant Date

Executive Director Date