**POSITION DESCRIPTION**

**DEPARTMENT: Juvenile Services**

**POSITION TITLE:** Family Engagement and Advocate

**GRADE:** OJA 30A $20.15 TO 30E $25.74

**EMPLOYMENT CATEGORY:** Grant Funded, Reinvestment

**STATUS:** Non-Exempt

**REPORTS TO:** Assistant Director and/or Director

**POSITION SUMMARY:** The family advocate will utilize a parenting curriculum to build constructive relationships and support networks among parents/ guardians of juvenile offenders with emotional or behavioral disability (EBD). It is community based, culturally relevant, and family centered. The Family Advocate will provide a strength-based and solution focused approach with parents and youth who are facing criminal charges or have been adjudicated as an offender. This includes identifying, understanding, and responding to the barriers of parents/ guardians. By recognizing the important role families can play in the supervision and rehabilitation of the identified at risk population. The Family Advocate is also responsible for maintaining youth’s records as well as community resources information. May secure supplementary information, such as employment, medical records or school reports. Counsel’s individuals or family members regarding behavior modifications, rehabilitation, social adjustments, financial assistance, vocational training, childcare, or medical care. Serves as a liaison between student, home school, family service agencies, child guidance clinics, courts, protective services KDOC (Kansas Department of Corrections), and clergy members as required. Regular contact is required with offenders, their families, employers/schools, community agencies, prosecutors, Judges and the general public during office and/or home/field visits.

**FUNDAMENTAL JOB DUTIES:** The Family Advocate should be able to demonstrate they are able to handle a variety of tasks relevant to the job, including the ability to positively impact family systems and juvenile rehabilitation; provide appropriate intervention skills and oversight to the youth/families they serve. The Family Advocate should also be proficient in time management in order to perform all tasks in a timely manner according to KDOC (Kansas Department of Corrections) Juvenile Services Standards. As well as expressing themselves clearly, concisely and legibly in both verbally and in written form. The Family Advocate will maintain a caseload as assigned by Director and the Assistant Director. The Family Advocate will compile records, maintain reports, and history of case file. The Family advocate will receive training on the Youth Level of Services/Case Management Inventory (YLS/CMI), Principals of Effective Interview, Effective Practices in Correctional Settings (EPICS II), and Graduated Responses to counsel youth/family to assist in modifying attitudes and patterns of behavior by increasing understanding of self, personal problems and client’s part in creating them. The Family Advocate will participate in the youth’s case planning process to provide relevant information on services provided to the youth/family.

The Family Advocate will participate and manage the Grant objectives to include development of tracking and reporting progress to key stakeholders. The Family Advocate will research parenting curriculum, determine which will work best for our population, and facilitate classes on a quarterly basis.

The Family Advocate must have knowledge of and follow all applicable State and Federal Statutes, laws, rules and regulations, standards, policies and procedures of KDOC (Kansas Department of Corrections) Juvenile Services and Barton County.

**EDUCATION:** The position requires a four-year college degree with preference given to Criminal Justice, Psychology, Social Work, Sociology or other related health and human services fields.

**EXPERIENCE / SKILLS:** This position requires that successful applicant have a valid Kansas Driver’s License and no excessive ticket history. The successful candidate must pass a criminal history, Department for Children and Families background screening and drug testing. The successful candidate will have good written and verbal communication skills, be able to meet with the public and deal with difficult people, and perform efficiently without direct supervision. In this position, one will be required to make decisions regarding placement, utilize arrest and detain accordingly, and refer juvenile offenders for appropriate services. While this position does require one to make independent decisions, we also emphasize team effort due to the ever changing atmosphere.

**PHYSICAL REQUIREMENTS / ABILITIES:** This position may involve prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Occasionally youth and staff give back to the community through Community Work Service, which is mandated by the Court for youth to repay fees, which can require manual labor. Normal range of hearing and eyesight to record, prepare and communicate appropriate reports is essential. Work is preformed both in the community and in an office environment. Work may be taxing; we are a fast-paced agency and multi-tasking skills are fundamental. Due to the nature of this position, flexible hours are permissible and encouraged to meet the parent/ guardian at their time of availability.

**WORKING CONDITIONS / ENVIRONMENT:** Well-lighted climate-controlled offices. Main office is handicap accessible. Must work closely with juvenile offenders, offender’s family, victims and victim’s family; potential exists for possible physical and verbal abuse by juvenile offenders, acquaintances and family members. Public needs must be main emphasis; however, occasions regularly exist in dealing with difficult people. When making field visits, the worker may be exposed to hazardous situations and/or environments. The agency does provide a county mobile phone to be accessible to our service providers, youth, and families as necessary. With the knowledge of working with at risk populations, may result in taking or making a call outside the traditional hours of operation, which will be compensated according to task. Occasionally required to use department vehicles or walk to courthouse for office related tasks.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature Date

Department Head Signature