



POSITION TITLE: **FAMILY ADVOCATE**

Reports to: **Deputy Director of Education**

Function/Purpose:

The Family Advocate's primary purpose is to provide support to the parents and school community by providing resources and training fostering collaboration between home and school to build the bridge back to school together.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution.
- Case management one (1) year experience an asset
- Prior experience working with parents, preferably in a school setting and providing information on services available to families an asset.
- An understanding and appreciation for the indigenous peoples' culture.
- A valid driver's license.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration
- Working with minimal supervision
- Organizational skills
- Excellent written and oral skills
- Interpersonal and communication skills
- Initiative and adaptability.
- Prioritizing multiple demands.
- Trustworthy and Respectful
- Approachable and Accessible
- Flexible and Collaborative

Duties and Responsibilities:

Without restricting the generality of the description above, the Family Advocate shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Understanding of the wraparound process and phases; utilize strengths based approach
- Organizes and delivers parent education classes and workshops based on identified needs
- Assists in planning school activities
- Assist parents with issues and referrals/ resources
- Assists students, teachers, and parents to develop solutions to family and community factors that influence students' capacity or ability to learn
- Assist with school attendance efforts
- Conduct home visits when needed
- Communicate identified needs to Superintendent of Student Services weekly, or as needed and plan to match resources with needs
- Attend community meetings

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- Manage data requirements and case management documentation
- Be willing to engage in lifelong learning with respect to training, in-service and courses of study.
- Uphold an exemplary professional image, remaining aware that our actions and words are a direct reflection of Northwest School Division.
- Respect the privacy of students and families and take all reasonable and legal measures to ensure that such privacy is maintained both professionally and through the use of technology.
- Comply with all legal obligations and not knowingly violate any legislated act, regulation or by-law that relates to the delivery of professional services.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned

Judgment, Independence and Client Contact:

- **Confidentiality:**
The Family Advocate is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.
- **Independence:**
The Family Advocate is expected to take initiative and work independently.
- **Working Jointly with Other Staff on Common Assignments or Tasks:**
This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success

Vision: One student at a time.

Director Approved: September 2021