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# Example of Family Advocate Job Description

Our growing company is hiring for a family advocate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for family advocate

* Educates families about mental health screening and caring for children with emotional, behavioral and developmental needs
* Supports families in identifying service goals and monitoring progress toward goals
* Supports caregivers develop skills needed to advocate for their child, navigate the healthcare system, and coordinate their child’s care
* Helps families understand and communicate about their child’s mental health concerns in a culturally appropriate way
* Helps families interact with community service agencies and access community services and resources
* Helps with community-based organizations on behalf of clinic families, helps families’ complete applications for community services
* Conducts home visits with families and site visits to local community agencies
* Maintains notes and records in the EMR and related database according to research standards
* Maintains detailed records of contacts with children and families participating in the study
* Maintains positive relationships with collaborating and consulting health care providers and community agencies

## Qualifications for family advocate

* Bachelor’s Degree or 4 years relevant experience in lieu of degree
* Understanding of curriculum and assessments
* Ability to collect, synthesize and understand different types of student data (performance, attendance and discipline)
* Ability to work collaboratively within the school and with individual community-based stakeholder groups (networking)
* Commission on Teacher Credentialing Child Development Site Supervisor or higher Permit
* Child Development Site Supervisor Permit Matrix qualifications and requirements for position