



**Children's
Service Society**

Safe Children · Caring Families
Strong Communities · Since 1884

Job Description Form

Position Title: Family Advocate

Department: Grandfamilies

Reports to: Grandfamilies Program Administrator

FLSA Status: Exempt

EEOC:

General Summary:

Implements the day to day activities of the Grandfamilies Kinship Program, facilitates support groups and Friend 2 Friend activities, and assists families in accessing community resources
Must be able to pass BCI background check.

General Job Duties and Skills:

- Be knowledgeable regarding kinship issues, child welfare issues and adoption
- Do face to face meetings with clients
- Answer phones
- Represent Children Service Society on community panels and committees
- Attend Children's Service Society's Meetings as scheduled
- Have knowledge of community resources
- Develop and maintain Leave a Legacy
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to make sound decisions using available information while maintaining confidentiality
- Follow policies and procedures, dress appropriately and represent the agency in a positive manner.

Direct Services:

- Responsible for scheduling, organizing and facilitating support groups and Friend 2 Friend activities
- Host and support Community Café kinship advisory groups
- Complete Agency and Program Outreach in the community, including program presentations, community education, etc.
- Assist clients with access to community resources including OCAP program, Specified Relative Grant and Medicaid applications, and DCFS
- Maintain a client mailing list and perform ongoing case management with clients
- Have knowledge and ability to use program social media accounts for program outreach and client support
- Attend court with clients
- Conduct individual and family crisis intervention
- Collaborate with assigned staff member to follow and maintain program budget

- Collect and maintain data as needed for reporting through data system
- Supervise interns as needed
- Working with assigned staff member develop and maintain volunteer lists and opportunities in your office
- Conduct outreach for program donations such as school supplies, holiday support, etc and maintain an organization system for donations
- Other duties as assigned.

Education and Experience: Bachelor's Degree in Social Work or other social science, SSW licensure preferred. Knowledge of Excel, Word, Publisher, Outlook, Power Point and other computer software. **Preference given to Spanish Speaking.**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling		X		
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Children Service Society is an at will employer