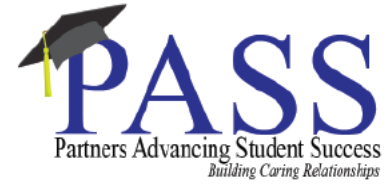


Advocate (VRHS)

April, 2024

Partners Advancing Student Success, Inc.



Reports To: Partners Advancing Student Success (PASS) Executive Director and School Principal. The Advocate is an employee of the PASS Board of Directors who sets pay status.

FLSA Status: Exempt

Job Summary:

Coordinate and facilitate the provision of appropriate community resources to identified students to help them stay in school and graduate; encourage parent/caretaker involvement in the educational process of their student; provide individualized support to students and families. Follow the Integrated Student Services Model to ensure the Partners Advancing Student Success maintains the integrity of the relationship with student and school. Work as a team with the shared advocate position to ensure all stated services are provided to the school and students.

DUTIES AND RESPONSIBILITIES

Build and Maintain Effective Relationships

- Develop good working relationships with school staff, parents, volunteers and community partners
- Provide orientation of PASS and training for school staff, volunteers and community partners as needs are identified
- Complete and implement School Success plan with the School Site Team (including shared advocate position)— appropriate school staff, major partners and service providers; review plan throughout the school year
- Communicate with school principal or designee on a regular basis to seek input and report on program progress
- Partner with all school staff that focus on student support services by developing a school Site Team
- Must include the shared advocate position to contribute to School Success Plan development. Plans requires signatures of both Advocate positions.

Coordinate Needed Services for Students and Families- will be led by Shared Advocate Position

- Assist in seeking resources for the school community and connecting resources to meet identified needs
- Coordinate with PASS and school staff to identify the social service, educational, vocational and cultural needs of students and families
- Design, implement, and coordinate an array of programs, services and resources that will benefit students at risk as well as the entire student population
- Provide and document short-term, crisis intervention service on an as needed basis

Provide Case Management Services

- Provide case management to students with multiple identified needs/risk factors
- Conduct home visits and hold school conference to build one-on-one relationships with students and families
- Check attendance and contact parents of absent students
- Provide appropriate referrals to outside agencies for students and families
- Maintain a case file on each student case managed (Student Success Plan)

Collect, Report and Analyze Data

- Collect data, compile and complete required reports utilizing the approved Infinite Campus Student Information System
- Utilize available data to adjust School Success Plan as appropriate
- Retain records for all services and activities provided
- Attend training as required to the data management system as provided by appropriate school system

- Submit reports as requested and required by the Executive Director to meet compliance with grant requirements

Other

- Attend meetings, training events, and other meetings as requested by Executive Director or school principal
- Participate fully in orientation and training, meetings, and other activities as required.
- Carry out other duties as determined by the Executive Director and/or Board of Directors for the successful operation of the program

SUPERVISION AND ACCOUNTABILITY:

Supervision is the shared responsibility of the PASS Executive Director and the School Principal per the PASS/Carroll County School District Letter of Agreement. The Advocate will have reporting responsibilities to each. The PASS Executive Director will complete an annual performance evaluation on Advocate's job performance.

QUALIFICATIONS:

- Bachelor's degree in social work, social sciences, education, or a related field preferred
- Three or more year's experience in working with schools and/or families and children
- Basic computer skills in word processing, spreadsheet, and presentation software
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong management and organizational skills
- Familiarity with education, health and human services, juvenile justice, and other family support services
- Able to work independently, meet deadlines, have the ability to multi-task, possess innovative and creative Problem-solving abilities, be resourceful and function as an effective team member
- Valid Georgia driver's license and proof of vehicle liability insurance

WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is regularly required to talk or hear
- The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms
- The employee is occasionally required to stand and walk
- The employee must be willing to travel in various types of weather
- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- The employee will utilize basic office equipment such as computers, copiers, printers, fax machines, etc.