



Sisters School District

“Home of the Outlaws”

Curtiss Scholl
Superintendent

Posting Title: Family Access Network (FAN) Family Advocate

Date Posted: June 12, 2023

Position Closes: Open Until Filled

Date Available: July 1, 2023

Position Description:

Under general supervision, The Family Access Network (FAN) Family Advocate serves as a resource to students/families/community members in the Sisters School District boundaries. The Family Advocate connects those in need to basic needs and social services. The Family Advocate works directly under the site administrator with oversight from the Program Director of Family Access Network

Essential Duties and Responsibilities:

Employees in this position perform some or all of the following tasks. Other related duties may be assigned

- Serve as the fixed point of referral for Sisters schools/community FAN site.
- Be visible in the schools and community promoting the mission and services of FAN.
- Schedule and complete intakes/screenings with students/families/community members.
- Provide information/training to other agencies, public groups, etc. when requested.
- Develop and maintain trusting relationships between the District/schools and with students/families and community members.
- Maintain strict client confidentiality.
- Facilitate discussions across cultures for the purpose of understanding and resolving student, family, and school issues.
- Be available and accessible to students/families/community members to assist them with navigating social services.
- Refer students/families/community members to local county and/or statewide resources.
- Complete all necessary paperwork and reports required by funding sources/agencies.
- Connect students/families and community members to available resources voiced by school staff.
- Coordinate, train, execute and support staff in all aspects of the Medical Administrative Claiming (MAC) Survey.
- Complete client intakes and quarterly reports.
- Provide client home visits when necessary.
- Complete end of calendar year donor thank you letters and tax receipts.

Coordinates the FAN Site:

- Make social service connections and provide access to resources efficiently and clearly.
- Act as a liaison among local agencies, District, Schools for student/families and community member.



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- Carry out the goals of the individual FAN site work plan.
- Attend countywide FAN meetings and participate in ongoing trainings.
- Communicate his/her daily schedule with appropriate staff.
- Maintain client records and complete necessary reports.
- Create an inviting and confidential FAN office space, to meet with students/families, and community members.
- Communicate clearly and appropriately with students/family/community members, staff and partner agencies.
- Utilize available resources to assist students/families/community members to meet their basic needs.
- Establish clear, professional boundaries with students/families/community members and staff.
- Knowledge of Sisters School District policies regarding attendance, sick leave and reimbursement procedures.

Knowledge:

- Normal developmental sequences and learning patterns.
- Working knowledge of Microsoft Word, Excel, and Google Docs.
- Knowledge of local, county, and statewide social service agencies.

Skills and Abilities:

- Relate appropriately to students/families/community members regarding varying degrees of problems and concerns.
- Execute independent and wise judgement in each client situation.
- Solve practical problems and deal with a variety of variables in situations when only limited services exist.
- Maintain patient, positive, persistent attitude with a warm, accepting, non-judgmental personality.
- Work successfully in a team setting with staff and colleagues.
- Maintain regular attendance and is punctual.
- Complete all Sisters School District annual “Safe Training” videos.
- Learn the operation of telephones, computers and other equipment used in the place of work, as required by the position.
- Adhere to the District requirements of a drug free workplace.
- Communicate clearly and appropriately in speech and in writing in accordance with educational standards.
- Obtain or possess a valid Oregon Driver’s license and maintain an insurable status for automobile and liability coverage, as required by the position.
- Abide by confidentiality requirements.



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- Perform other work-related duties as assigned.

Education and Experience:

- High School Diploma or equivalent.
- Experience working with students/families/adults, and the houseless population.
- Experience working with social service agencies.

Work Conditions:

- The employee, at times, may work with tight deadlines.
- Some tasks require extreme accuracy and concentration.
- Employee works with many interruptions.

Physical Abilities:

The physical abilities 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 is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Salary: \$18.74 per hour - \$27.99 per hour, based on education and experience.
Excellent benefits package and Employer-paid PERS.

Contract Days: 260 days; 20 -28 hours per week, flexible on daily hours.

Submission Details:

Submit your Talented Recruit & Hire Application, Cover Letter, Resume, Transcripts and Three letters of recommendation on Talented Recruit and Hire @ <https://sisters.cloud.talentedk12.com/hire/index.aspx> (Link on webpage)

Contact: The HR Department for any questions regarding this position @ 541 549-8521 #5021.

Sisters School District is an Equal Opportunity Employer