



# **JOB DESCRIPTION SAMPLES**

**Compiled by:  
California Center for Community-School Partnerships  
and Healthy Start Field Office  
Division of Education, CRESS Center  
University of California Davis, Davis, California 95616-8729  
530-754-6343 or 530-752-1277**

**March 22, 2000**

## **Operational Site Coordinators**

### **Samples**

- **Berkeley Unified School District, Lincoln Child Center**
- **Washington Elementary School**
- **Los Angeles Unified School District, East Valley**
- **Hanshaw Middle School**



**Berkeley Unified School District  
Lincoln Child Center**

**JOB ANNOUNCEMENT**

**Position Title: Healthy Start Coordinator** (at Jefferson School in Berkeley)

In 1991, the State of California created a program called Healthy Start Support Services for Children. It is a state-funded initiative committed to improving educational performance for all kids, as well as, improving the lives of children and their families. It encourages parents, schools, community agencies and businesses to find new ways of working together to better meet the needs of families and children. The Coordinator will play a leading role in refining and implementing the SB 620 Healthy Start grant; including managing programmatic operations and external relations; coordinating the Healthy Start Collaborative consisting of parents, students, school personnel and community-based organizations; and developing strategies for sustaining the program at the end of the a three year grant cycle.

**Responsibilities:**

- Manage the overall Healthy Start Program and supervises staff including the After-School Coordinator, and Family Advocates, Counselor/Case Manager;
- Work with Counselor/Case Manager to insure implementation of a case management and counseling system;
- Interface with all systems and stakeholders in the Jefferson community;
- Establish partnerships between families, staff, and community organizations to create culturally-appropriate and responsive programmatic solutions;
- Ensure the establishment of a Family Resource Center with active parental involvement;
- Assist in the development of the After-School program;
- Work with school staff to integrate programs into the daily life and culture of the school;
- Act as liaison with the independent evaluator to measure program effectiveness;
- Recruit and convene members of the Healthy Start Collaborative and Steering Committee;
- Mobilize the Collaborative to establish operating protocols and develop a timeline for implementation of the grant over a 3-5 year period;
- Represent the Jefferson Healthy Start Collaborative at all levels of policy-making and program development (i.e. district, city, regional and state); and -Integrate internal and external resources to meet the identified needs of Jefferson students and families.

**Qualifications:**

- Masters degree in human services (i.e. social work, counseling, education) or equivalent combination of training and experience;
- At least 2 years experience working in or around school systems;
- Excellent communication skills, both written and verbal;
- Knowledge of local, community resources;
- Good networking skills and the ability to negotiate agreements with a variety of community partners;
- Knowledge and understanding of collaboration and school-linked services;

- Ability to work effectively with diverse communities and constituencies;
- Excellent organizational, analytical, and problem-solving skills;
- Ability to generate and implement fundraising strategies to sustain program;
- Experience with developing and monitoring substantial budgets;
- Sincere interest in working with elementary school students and families; and
- Prior experience with Healthy Start programs.

**Requirements:**

- Must be computer literate;
- Must be able work on some evenings and weekends;
- Must have the usage of reliable vehicles with adequate insurance coverage; and
- Must be willing to make a 3-year commitment to nurturing and developing Jefferson's Healthy Start Program.

Reports To Jefferson Healthy Start Collaborative

Apply To: Send Resume and Letter of Interest  
John Jones, Lincoln Child Center  
c/o Jefferson Healthy Start Collaborative  
4368 Lincoln Avenue, Oakland, CA 94602  
(510) 531-3111 fax: (510) 531-8968

Closing Date: June 15, 1999

**Washington Elementary School  
Healthy Start Coordinator**

**Duties:**

- Develop systems to ensure communication between stakeholders (parent, teachers, CBO's) and their work in relation to the goals of the grant
- Serve as the center of information exchange and coordination
- Must be easily accessible to staff and service providers
- Maintain cooperative relationships among stakeholders. Manage external relationships, fostering and maintaining the coalition of service providers, local business community groups, and elected officials. Develop interagency agreements (such as MOU's) or contracts.
- Develop self-sustaining source of support for the collaborative including grants and corporate gifts
- Case management of target group by coordinating data collection, record keeping and evaluation.
- Assist in the daily facilitation of services
- Plans and facilitates monthly meetings of collaborative
- Facilitate Steering Committee meetings
- Budget reporting (monthly)
- Creation of quarterly newsletter regarding Healthy Start grant

**Qualifications:**

- M. A. and two years of work related experience or B. A. and three years of work related experience.
- Experience in curriculum, knowledge of k-5 grade level expectations and standards desirable
- Word processing and computer skills necessary
- Public relations and Marketing skills desirable
- Sensitivity to cultural diversity and knowledge of community
- Familiarity and experience in working with full range of child and family services (including mental health, physical health, public safety, social service agencies)
- Strong interpersonal skills and demonstrated leadership ability
- Experience supervising adults and working with children (k-5)
- Demonstrated ability to support parent empowerment and mobilize communication services/support, facilitate interdisciplinary team, and administration operation
- Fund raising and development experience strongly desired

**Duration of Contract:**

Yearly contract with 4(four) weeks off per year

**Salary:**

\$32,000-\$35,000 D.O.E. Benefits Negotiable

**Additional Requirements:**

Candidates will have to submit fingerprints for clearance

Clearance of TB test

3(three) references

Applicants can fax their resume at 510-595-8909

ATTN: Woody Clift

Please also contact Mr. Woody Clift at 510-595-8900

We are an Equal Opportunity Employer

**Los Angeles Unified School District  
East Valley Healthy Start Consortium  
Serving Children and Families**

**Program Coordinator Position**

Located in the Northeast San Fernando Valley, East Valley Healthy Start Consortium, in its second operational year, seeks a dynamic, well-organized individual to serve as the full-time Program Coordinator. Healthy Start is state funded grant program designed to integrate health and human services into schools so that children have greater opportunities for academic success.

**Required Qualifications**

- Able to demonstrate a high degree of cultural awareness and sensitivity to issues facing children, families and the community
- Program Management skills including: budget preparation and monitoring, marketing, fund raising, grant writing, data collection and program evaluation
- Practical working knowledge of a full range of health and human services institutions, school-based service delivery and case management
- Strong interpersonal, written and verbal communication skills
- Proven ability to work with and lead multidisciplinary teams
- Knowledge and appreciation of the challenges faced by educators
- Ability to communicate a personal commitment to improving the future of all members of the community

**Desired Skills**

- Advanced training in human services, business or related field
- Spanish fluency
- Understanding of school operations/Los Angeles Unified School District procedures

**Job Overview**

- Oversee all aspects of program ensuring identified goals are pursued and achieved
- Coordinate activities of Family Advocates including: case management, resource identification and referral, scheduling, training and Family Center involvement
- Develop, maintain, nurture and expand collaborative partnerships, including agencies and community groups
- Act as liaison for program in various settings
- Site visitation to five elementary schools on a weekly basis
- Facilitate Family Advocate, Executive Board, Principal's and Collaborative Meetings

**Compensation**

Professional Competitive Salary based on experience and qualifications  
\$36,000 - \$48,000

**Application Process**

Send Letter of application, resume and current letters of recommendation no later than Friday, January 29, 1999, to:

East Valley Healthy Start Consortium; c/o Linda Rolls, Principal  
Vinedale Elementary School, 10150 La Tuna Canyon Rd. Sun Valley, CA 93535  
Phone: (818) 767-0106 or (818) 767-0161 Fax: (818) 768-2452

Start Date: As soon as possible after hiring date

Announces a Classified Management Position

**HEALTHY START  
PROJECT COORDINATOR  
HANSHAW MIDDLE SCHOOL**

Vacancy No. M01-17-00

Deadline: 4:30 p.m.  
Thursday, August 5, 1999

Internal/External Posting

**The Position**

The Project Coordinator will be responsible for the overall development of Healthy Start projects including coordination of the Case Management Team; facilitation of the Healthy Start site committee and supervision of the Neighborhood Services Worker and Neighborhood Development or Youth Development Worker.

**Responsibilities (partial list)**

(Refer to job description for complete list of responsibilities and qualifications.)

Develop, plan, convene and facilitate Healthy Start site committee meetings made up of school, neighborhood and agency representatives.

Coordinate the establishment of staff enrichment and training programs to support the role of teachers and other school-based personnel.

Supervise the activities of the Neighborhood Services Worker and Neighborhood Development or Youth Development Worker.

Assist school and agency staffs in expanding and/or continuing the Healthy Start Project beyond the SB620 grant, including proposal/grant writing.

Participate in the development and implementation of all necessary systems to support Healthy Start Project activities including recordkeeping, data collection, etc.

**Minimum Qualifications (Partial List)**

Knowledge of the social, emotional, and physical problems of children, adolescents and families; crisis intervention; and effective methods of school intervention.

Knowledge of community resources, structure and operation of human service and health care agencies, schools and neighborhood based organizations.

Knowledge of computers and software programs and ability to access information.

Ability to organize work projects, establish priorities and timelines for project management and report preparation.

Two (2) years experience in or a combination of the following areas: program supervision, case management, staff supervision, administration and/or public/private school, agency or community-based organization experience.

Experience working with people of diverse economic and ethnic backgrounds.

Bachelor of Arts Degree with specialization in psychology or sociology or social science or humanities.

### **Desirable Qualification**

Master's Degree with specialization in social science, psychology, sociology or humanities.

### **Salary/Work Year**

Management Salary Schedule - Range 106  
\$34,904 - 38,262 - 203 Responsibility Days  
(Salary includes \$2,457 Management Stipend)

### **Application Procedure**

Submit a Modesto City Schools' application for employment to:

David C. Mello, Associate Superintendent,  
Personnel Services  
Modesto City Schools  
426 Locust Street  
Modesto, CA 95351-2699  
(209) 576-4136

### **Application Deadline:**

4:30 p.m. Thursday, August 5, 1999

## **RESUME IS REQUIRED**

Letters of recommendation are optional.

## **Selection Procedure**

All applicants received will be reviewed by a District Personnel Selection Panel. Candidates to be interviewed will be notified.

## **The District**

Modesto City Schools is comprised of an elementary district (K-8) and a high school district (9-12) with a common Board of Education and administration. The district maintains a staff of 1,558 certificated and 1,291 classified employees. Modesto City Schools is experiencing considerable growth and is projected to continue its growth throughout the next decade.

Current enrollment is 29,110. Students are served in 23 elementary schools (K-6), three junior high schools (7-8), one middle school, five comprehensive high schools (9-12), and an extensive alternative education program which includes opportunity and continuation schools, independent study and evening high school.

Education in Modesto City Schools involves not only classroom instruction using curriculum which is continually evaluated and revised, but also the Fourth "R", a character education program; citizenship grades for participation in extra-curricular activities; and regular competency testing to determine individual student progress and program effectiveness. The District believes that high student performance takes place within a framework of high expectation.

## **Equal Opportunity**

Modesto City Schools is an Equal Opportunity employer.



## **Planning Site Coordinators**

### **Samples**

- **George Washington Elementary School,  
Jefferson Elementary School District**
- **Sacramento Unified School District**



**George Washington Elementary School,  
Jefferson Elementary School District,  
Daly City**

**Position:** The Healthy Start planning coordinator will facilitate the work of the Daly City Millennium Project planning collaborative for the George Washington Elementary school and the state preschool, manage the progress of the community assessment, establish linkages with agencies in the community, help the collaborative design an effective program model and assist the collaborative in seeking funding for the program implementation.

**Job Duties:** Build a collaborative, establish relations with families, staff and community organizations. Oversee the community needs assessment, data collection and analysis. Direct the collaborative to plan for effective school based services. Monitor the Healthy Start planning budget. Attend Healthy Start training's and the Daly City Collaborative meetings. Write the Healthy Start Operational Grant proposal.

**Qualifications:**

Masters degree in human services (i.e. social work, counseling, education) or equivalent combination of training and experience. At least 2 years experience working in or around school systems. Excellent communication skills, both written and verbal. Knowledge of local community resources. Good networking skills and ability to negotiate agreements with a variety of community partners. Knowledge and understanding of collaboration and school-linked services. Ability to generate and implement fundraising strategies to sustain program. Experience with developing and monitoring substantial budgets. Sincere interest in working with elementary school students and families. Healthy Start program experience desired. Demonstrated grant-writing skills.

**Requirements:**

Computer literacy  
Ability to work some evenings and weekends  
Must have use of reliable vehicle with adequate insurance coverage.  
Must be willing to make a one-year commitment with the possibility of expanding.  
Spanish speaking desirable.

**Duration of Contract:**

Contracted Services for one year (possibility of expanding)  
Part time

**Salary:** \$32,000, no benefits

**Additional Requirements:**

Candidates will have to submit fingerprints for clearance  
Clearance of TB test  
3 (Three) references.

Applicants can fax their resume and letter of interest to (650)  
991-1326.

ATTN: Don Loflin, Principal, George Washington Elementary School or  
Send resume to Don Loflin, Principal, George Washington Elementary School,  
251 Whittier St. Daly City, Ca. 94014

Closing date: July 6, interviews will be scheduled for July 8 and 9 in the mornings.

Sacramento Unified School District has five positions for Healthy Start Planning Grant Coordinator (official title: Specialist **III, Integrated Community Services**) in Sacramento City Unified School District (all are one year only). Four are .5 FTE and one is .4 FTE. Two can be combined into one full time (1.0 FTE) position, but they are posted separately. The Final Filing Date is August 2, 1999. There are 200.5 service days required for the position. The annual full time (1.0 FTE) salary range is \$44,708 - \$57,060 plus \$6,106 annual benefits stipend. Bachelor's degree required, advanced degree preferred. If you have any questions, please call Michele Hobza at 916-264-3118. Please call the School District Personnel Service Dept at 916-264-4231 to request for the application form and required documents.

More detail:

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**Definition:**

Under the direction of the Director, Integrated Services, assists in the development, coordination and implementation of the Healthy Start/Integrated Services Family Resource Center services, case management system, and programs for Healthy Start/Integrated Services students and families.

**Qualifications:**

Education - A Bachelor's degree from an approved institution and specialized course work in the designated area of responsibility as required. Advanced degrees preferred.

**Experience:**

Must have at least 3 years of experience in public/private schools, public agency or community-based organization.

**Preferred Knowledge/Background:**

- 1) Should possess management or coordination experience in program/team development that involves a broad scope of responsibility and direction, with emphasis in a multidisciplinary team approach.
- 2) Should be familiar with case management and family needs assessment systems that include, but not limited to: health, psychosocial, educational, vocational, and environmental needs.
- 3) Should be knowledgeable about community resources and country programs that serve the needs of at risk students and families.
- 4) Should be familiar with the basic operations of a school district and school site.
- 5) Should have an understanding of and appreciation for the cultural and ethnic pluralism of the district, state, and nation, as well as knowledge of methods to assist in the development of increased self-awareness and a positive self-concept.

**Miscellaneous Coordinators  
Samples**

- **After School Coordinator, Jefferson School**
- **Social Work Specialist, Mt. Diablo Unified School District**
- **Parent Coordinator, Encinal High School**
- **Professional Expert, Los Angeles County Office of Education**



## **Job Announcement**

Position Title:

**After School Coordinator** (at Jefferson School in Berkeley, CA)

Position is currently half-time, but may become full-time

In 1991, the State of California created a program called Healthy Start Support Services for Children. It is a state-funded initiative committed to improving educational performance for all kids, as well as, improving the lives of children and their families. It encourages parents, school, community agencies and businesses to find new ways of working together to better meet the needs of families and children.

The After-School Coordinator will be responsible for development and operation of a comprehensive, after-school program (i.e. academic performance, enrichment, and/or community involvement) at Jefferson School.

### **Responsibilities:**

- Schedule and manage the day to day operation of the After-school Program;
- Perform public relations activities and act as a liaison to families and the surrounding community;
- Assist in the development of youth-oriented community programs (i.e. academic performance, recreational programs, or leadership development);
- Maintain and distribute an up-to-date list of programs to parents and teachers;
- Organize academic support and tutoring programs for Jefferson students;
- Monitor students with referrals for completion of homework at homework club;
- Facilitate interaction with youth service providers (i.e. YMCA, Sports 4 Kids);
- Help identify and evaluate children and/or families with unmet needs;
- Form links with businesses and community agencies to enhance support for the After-school Program;
- Maintain appropriate documentation to evaluate effectiveness of programs;
- Contribute to the monthly newsletter;
- Assist in recruiting, training, and coordinating volunteers;
- Supervise Healthy Start Student Leadership Team and other student groups; and
- Serve as a resource to school staff and community regarding programs and services available.

### **Qualifications:**

- Undergraduate Degree in Social Sciences or equivalent with at least 2 years experience working in school-based programs;
- Knowledge of community resources;
- Ability to work effectively and efficiently with minimum supervision;

- Strong interpersonal skills to relate with diverse families;
- Excellent organizational and problem-solving skills;
- Ability to work collaboratively and sustain programs;
- Experience with case management of multiple participants; and
- Sincere interest in working with elementary school students and families.

**Requirements:**

- Must have use of reliable personal vehicle with adequate insurance coverage;
- Must be able to work some evenings and weekend.

Reports To: Healthy Start Coordinator

Reply To: Send Resume and Letter of Interest  
John Jones, Lincoln Child Center  
c/o Jefferson Healthy Start Collaborative  
4368 Lincoln Avenue, Oakland, CA 94602  
(510) 531-3111 Fax: (510) 531-8968

Closing Date: June 15, 1999

**MT. DIABLO UNIFIED SCHOOL DISTRICT  
SOCIAL WORK SPECIALIST: FOSTER YOUTH SERVICES**

**Salary:** \$54,064 - \$61,984 + \$500 for M.A. or Ph.D. (Maximum of \$64,759 With longevity stipends and M.A./Ph.D.) Fully paid medical/dental/vision benefits

**Work Year:** 209 days

**Duties:** See job description below

**MINIMUM QUALIFICATIONS:**

Hold a Pupil Personnel Services credential with School Social Work

Authorization Masters Degree in Social Work with two years post-Masters experience

Social Casework Specialist

Must be eligible to supervise Social Work Interns

**PROCEDURE FOR APPLICANTS:**

ALL applicants must submit:

- letter of interest
- application form (not necessary for internal applicants)
- updated resume
- two current (less than 1 year old) letters of recommendation
- copy of appropriate credential

**ANTICIPATED PROCESSING SCHEDULE:**

Announce opening May 10, 1999

Receive completed application package by June 7, 1999

Interviews beginning week of June 14, 1999

Candidates recommendation to the Board June 22, 1999

**Primary Function**

Assesses services and educational needs of foster children located in MDUSD in coordination with Foster Youth Services (FYS) staff and interns. Assists foster homes and group homes with educational planning for students with complex educational needs. Provides direct services to individuals and groups of foster children as needed. Provides Direct services to Healthy Start families with severe social and emotional difficulties as needed. Develops and assists in the development of case plans (with clear goals and objectives) for Foster Youth Services students. Supervises and provides training for Social Work Interns as assigned. Oversees targeted case management activities of Foster Youth Services/Healthy Start staff. Directly Responsible To Administrator, School Linked Services. Supervision Social Work Interns. May supervise and evaluate assigned and classified staff.

**Major Responsibilities**

1. Identifies services and educational needs of foster children located in MDUSD in coordination with Foster Youth Services staff and interns.
2. Consults with MDUSD staff and county social workers regarding "Surrogate Parent" needs of foster children with IEPs.
3. Provides outreach and training to county social workers regarding the FYS program, educational needs of foster children, and the process of enrolling foster children in school.

4. Participates in Healthy Start planning collaboratives and assists with developing grant proposals for continued program funding.
5. Consults with Social Family Resource Workers regarding client issues.
6. Coordinates with Health Services and after school programs to provide services to Healthy Start families.
7. Recruits Social Work Interns from local MSW programs and provides field instructions for them in cooperation with the graduate programs.
8. Maintains a computerized case management system for FYS and Healthy Start programs. Ensure timely documentation of services provided and production of quarterly reports.
9. Supports resource workers, interns and FYS staff in developing service plans for their clients.
10. Attends SST and IEP meetings for FYS and Healthy Start families as requested.
11. Serves as a resource person for administrators, staff and parents.
12. Attends job-related meetings and activities and performs additional duties as assigned by Administrator, School Linked Services.
13. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the superintendent.

**Qualifications, Knowledge and Skills:**

1. Knowledge of effective strategies for identifying and addressing the needs of high-risk students.
2. Ability to work effectively with high-risk students and their families.
3. Knowledge of the community and available resources.
1. Ability to work effectively with all segments of the educational community, local service agencies and the general public.
5. Ability to cope with emergency situations.
6. Ability to exercise good judgement and tact.
7. Knowledge of school district operations and procedures.
8. Creativity in solving complex problems in a collaborative way.
9. Ability to work independently and as part of a team.
10. Ability to work in a multidisciplinary setting.
11. Skill in working with diverse groups and individuals in a manner that achieves district goals.

**Education, Training and Experience:**

1. Social Casework Specialist (experience in working as a case manager in Public Child Welfare Services)
2. Masters Degree in Social Work
3. Possession of Pupil Personnel Services credential with School Social Work Authorization
4. Two years post-Masters experience
5. Must be eligible to supervise Social Work Interns

**Encinal Healthy Start Collaborative  
Job Announcement**

**Title:**

Parent Coordinator (20 hours per week, part-time)

**Accountability:**

Program Coordinator, Encinal Healthy Start

**Function:**

The Parent Coordinator works with the Program Coordinator of the Encinal Healthy Start Collaborative to implement and coordinate the programs and activities of the Community Resource Center (including after school programs, etc.) The Encinal Healthy Start Collaborative serves the diverse families of nearly 1400 students who attend Encinal High School. The Parent Coordinator will help develop, organize and oversee the community resource center activities that will serve Encinal families and West End neighbors. The Community Resource Center is based at Encinal High School. The Parent Coordinator will be an employee of East Bay Agency for Children, fiscal agent to the Encinal Healthy Start Collaborative.

**Qualifications:**

Bilingual skills are a plus (English and Cantonese/Spanish preferred)  
Excellent organizational and networking skills;  
Strong people and communication skills;  
Able to work cooperatively in a multicultural setting;  
Previous work experience with multicultural individuals/groups in a school based setting desirable;  
Some experience with computers.  
Reliable transportation required.

**Responsibilities:**

Work with Encinal Collaborative and Program Coordinator to increase the communication between Encinal High School and Encinal's parent community. Recruit and coordinate Resource Center volunteers.

- develop publicity (flyers, phone tree) for afterschool activities;
- advocate for Encinal parents and families within school site;
- develop relationship with support services for Encinal parents;
- provide information and referral to Encinal parents and families;
- act as liaison between the school and program facilitators;
- develop process of involving more parents as facilitators;
- coordinating child care , typing letters and memos.

**Terms of Employment**

Half time position (20 hrs. weekly) from 2 PM to 6 PM, Monday through Friday. Hours will change once evening programming is scheduled. Parent Coordinator would be required to attend monthly Collaborative and PTSA meetings.

**Salary** \$10.00 per hour plus prorated benefits.

Please send resumes to:

Sia Sellu, Encinal Healthy Start Collaborative  
Encinal High School  
210 Central Avenue  
Alameda, CA 94501

**Los Angeles County Office of Education  
Los Angeles County Regional Healthy Start Network  
Position Available: Professional Expert**

Healthy Start Regional Network Liaison  
Part-time hourly position through June 30, 2000

**Responsibilities: (Per LACOE Policies and Guidelines)**

- \* Coordinate and attend five general meetings and five sub-committee meetings to include the following duties:
  - Assist in development of meeting agendas and Global Fax to all Operational Healthy Start Sites
  - Assist with scheduling and follow through with speakers for all meetings
  - Arrange and procure refreshments for all meetings
  - Submit copies of all meeting agendas and minutes to Director, Student and Community Services for review
  - Collect evaluation data and provide summary for designated Healthy Start meetings
- \* Coordinate and attend four one-day conferences to include the following duties:
  - Prepare and develop all Requisitions, Purchase Orders, Request for Approvals, Requests for Contracts, and Requests for Reprints, as required, for conferences
  - Originate, execute, and follow through with required LACOE Contract Agreements, with the approval of the Director, Student and Community Services, for all conference presenters
  - Develop and complete all conference registration procedures
  - Arrange for reproduction of all conference materials
  - Plan and order refreshments and meals, as required, for all conferences
  - Assist with procurement of conference vendors and displays for conferences
  - Assist with arrangements and scheduling of all conference speakers
  - Collect conference evaluation data and provide summary
- \* Coordinate with Los Angeles County Healthy Start Regional Network Executive Board to assist with development and implementation of the incorporation process for 501(c)(4) status
- \* Provide feedback from, and serve as liaison to, the California Center for Community-Schools Partnership (formerly the Healthy Start Field Office)
- \* Maintain and update directory of all funded Healthy Start Operational sites in Los Angeles County Regional Healthy Start Network

**Requirements:**

Must have a minimum of an Associate's degree and one year specialized experience in a particular field or program. Proof of education will be required.

**Salary:**

Based on grant funding and budget constraints  
Commensurate with education and experience  
Salary Range: \$22-\$30/hour

To apply for this position send a letter of application and résumé, by  
Thursday, July 15, 1999, to:

Patti Hachiya, Director  
Student and Community Services  
Division of Educational Support Services  
Los Angeles County Office of Education  
9300 Imperial Highway, Room 210  
Downey, CA 90242-2890  
562/922-6377 Fax: 562/922-6299

## **Family Advocates Samples**

- Family Advocate, WoodChip Healthy Start, Alameda
- Family Services Coordinator, Lake County Office of Education
- Family Advocate, Hamilton/Palisades/University Elementary Schools, Los Angeles
- Case Manager, Hamilton/Palisades/University Elementary Schools, Los Angeles



## **WoodChip Healthy Start Collaborative**

### Job Description

**Title:** Family Advocate

**Accountability:** Operations Coordinator, WoodChip Healthy Start

### **Function**

The Family Advocate works with the Operations Coordinator of the WoodChip Healthy Start Collaborative.

The WoodChip Healthy Start Collaborative serves the families of nearly 1,000 students who attend Woodstock Child Development Center, Woodstock Elementary and Chipman Middle Schools. The Family Advocate will reach out, involve and connect parents, grandparents, caretakers and families to our Family Resource Center and Healthy Start activities. The Family Resource Center serves WoodChip families and West End neighbors. The Center is based at Woodstock School. The Parent Advocate will be an employee of East Bay Agency for Children, lead partner to WoodChip.

### **Qualifications:**

1. Strong people and communication skills.
2. Excellent organizational and networking skills.
3. Self-starter and highly motivated.
4. Basic computer skills, particularly word processing.
5. Able to work cooperatively in a multicultural setting.
6. Parent of a child at one of the WoodChip schools: Woodstock Child Development Center, Woodstock or Chipman, desirable but not required.
7. Previous work experience with multicultural individuals/groups in a school-based setting desirable.
8. Bilingual or multilingual skills desirable.

### **Responsibilities:**

2. Develop parent communication network at our three school sites, e.g., phone trees, message system, regular notices in school newsletters, to alert parents of Healthy Start extended day activities.
3. Build connections between existing parent groups through the schools, such as PTA, Student Site Council, and Healthy Start.
4. Organize activities and events for parent involvement, e.g., support groups, basic needs services, such as Project SHARE Food Co-op and Healthy Families health insurance enrollment.
4. Recruit and coordinate Resource Center volunteers.
5. Provide support for partnerships with the school and other organizations and agencies.
6. Develop community outreach and publicity for the Family Resource Center and its programs.
7. Collect data and maintain record keeping for evaluation purposes.
8. Other duties as assigned by Operations Coordinator.

### **Terms of Employment**

Three-quarters position (30 hrs. weekly). Salary: FTE equivalent: \$23,400, actual: \$17,550 plus full health and dental benefits. Position open until filled.

### **To Apply**

Send Resume and Cover letter to:

Jeanne Nader, Operations Coordinator

c/o 305 Spruce St.

Alameda, CA 94501

Lake County Office of Education, Healthy Start  
3550 Acacia Street, Clearlake  
P.O Box 1708, Lower Lake, Ca 95457  
(707) 994-0669 Fax (707) 994-9637

Lake County Healthy Start Job Openings July 1999

**Position: Healthy Start Family Services Coordinator positions (4)**

**Program Description:**

Healthy Start is a state-wide program, administered by Lake County Office of Education, that provides extra support and school site services to students and their families.

**Desired Qualifications and Experiences:**

- Bachelor's or Master's Degree in social work, psychology, sociology or related field preferred.
- Direct experience in counseling and/or case management.
- Knowledge of the principles, procedures, and theories in the assessment and case management of at risk students and their families; contemporary principles of crisis intervention; group facilitation; strength-based family support work; integrated service delivery models.
- Ability to relate well to students and families in a nonjudgmental and caring manner.
- Ability to assess student and family needs and formulate a comprehensive care plan.
- Ability to establish and maintain cooperative working relationship and to work in teams.
- Ability to function in rural area. An understanding of rural poverty.
- Ability to communicate effectively, both in writing and orally. Bilingual skills helpful.

**Job Summary:**

The Health Start Family Services Coordinators are based in Lake County schools and provide comprehensive and culturally competent support services to students and their families. Service delivery is provided through direct school site contact, home visits with families, group work with students, and telephone calls.

**Duties and Responsibilities:**

1. Initial assessment and development of service plans for children and families.
2. Ongoing case management for selected students and their families.
3. Referral to additional services required by the student or other family members.
4. Attendance at Student/Family Study Teams at school, Multi-Disciplinary Team meetings, Healthy Start Collaborative and staff meetings, and other meetings as deemed necessary.
5. Student/Family advocacy at school and in the community.
6. Arrange transportation for students and families and broker health service delivery.
7. Serve as liaison between students, parents, school and community members to provide highest quality services to families.

**Hours of Employment:** This position ranges from 20 to 40 hours per week, depending on the school site. These positions are eleven month contracts.

**Salary:** \$11.50 to \$12.50 per hour, commensurate with experience.

**How to apply:**

Please contact Lake County Office of Education at (707) 263-3080 to request an application. Deadline to file applications: August 3, 1999

**Title: FAMILY ADVOCATE (Healthy Start)**

**Salary:** \$7.53 per hour - \$7.90 per hour (12 months /year) - 3 1/2 Hour  
Position Per Day

**Deadline:** Application must be received in the Hamilton/Palisades/University Cluster Office no later than 4:00 p.m., August 20, 1999. Please do not Fax.

**Definition:** Under the direction of the site principal and in conjunction with program personnel, The Family Advocate will assist in the coordination of comprehensive services, such as health, nutrition, social services, and parent involvement to families.

**Supervision Received and Exercised:** Receives immediate supervision from the principal and Healthy Start Coordinator.

**Typical Duties and Responsibilities:**

- Assist with health screening for referred children
- Arrange transportation when necessary to community service
- Ensure that reports are prepared and submitted as required
- Communicate regularly with other component staff regarding child/family issues.
- Promote parent involvement and volunteerism
- Serve as Family Advocate at Student Study Team meetings when requested
- Attend all in-service trainings and monthly staff meetings
- Other duties as assigned

**Qualifications**

- Must have use of an automobile with adequate insurance coverage and a valid California Driver's license with as acceptable driving record substantiated by a copy of DMV records
- Must have required fingerprint, Child Abuse Index, TB and health clearances
- Bilingual (English/Spanish) capabilities strongly preferred

**APPLICATION PROCEDURE:**

Submit Application to:

Hamilton/Palisades/University Cluster Office

c/o Herracia Brewer

11380 West Graham Place

Los Angeles, CA 90064

For more information, please contact Herracia Brewer at (310) 473-5743

**Title: CASE MANAGER**

**Salary:** Classified Management Schedule - \$2,700 - \$3,200 per month (12 months/year)

**Deadline:** Application must be received in the Hamilton/Palisades/University Cluster Office no later than 4:00 p.m., August 20,1999

**Definition:**

Responsible for managing the activities of a Healthy Start Family Service Center, provides case management services for students and families, coordinates with collaborating Healthy Start agencies, and provides counseling support to sites. This position is under the supervision of the Healthy Start Coordinator.

**Typical Duties and Responsibilities:**

- Plans, organizes, directs, and evaluates activities related to the Healthy Start Family Service Center;
- Assist in assessing the needs of students/families by using Healthy Start and state forms and procedures during the intake process;
- Participates in weekly case management meetings with collaborative by presenting needs of coordinates and follow-ups with parents/students and agencies to determine progress toward achieving outcomes of plans;
- Maintains confidential records related to Family Service Plans;
- Coordinates professional activities and maintains liaison with public and private agencies relating to the needs of the Family Service Center; and
- Coordinates the need for modification of program, policies, and procedures;
- Supervises counseling assistants and interns;
- Assist with the preparation of required State Department reports;
- Provides individual group, and family counseling;
- Assist school personnel and parents in developing site;
- Programs to meet the needs of student/families;
- Provides crisis counseling for students, as needed;
- Provides assistance to staff with child abuse cases;
- Other duties as assigned.

**Requirements:**

Experience in counseling adolescents, children and families  
Experience in working with multicultural diverse populations  
Masters in Social Work/or Masters in Counseling

**APPLICATION PROCEDURE:**

Submit Application to:  
Hamilton/Palisades/University Cluster Office  
c/o Herracia Brewer  
11380 West Graham Place  
Los Angeles, CA 90064  
For more information, please contact Herracia Brewer at (310) 473-5743