

Southern Oregon Child & Family Council Position Summary

***** Family Advocate *****

Job Summary & Requirements:

A Family Advocate provides services to parents and children in the areas of Health, Nutrition, Disabilities, and Family and Community Partnerships. They work with the center staff and community resource agencies to develop quality partnerships with families and to facilitate family goals. One year experience working in the social services field with adults required.

Education Requirements:

This position requires a Social Services Competency Based Training Certificate, AA or BA/BS in related field; or must acquire Social Services Competency Based Training Certificate within the first two years of employment.

Hours Per Week: 38

Agency hours of operation are from 6:30 AM to 6:00 PM. Shifts vary and are as assigned

Number of Work Weeks per Year: 42 weeks, beginning 8/19/09 and ending 6/4/10

Number of Layoff Weeks per Year: 10.4

This is an unpaid layoff, during which you may be eligible for unemployment benefits.

Starting Salary: \$12.49 Hourly

Actual starting salary for this position may vary depending on education, qualifications, and specific position assignment.

Employment Contingencies:

- Employment Application with unofficial transcripts;
- Official Transcripts required upon job offer;
- Interview;
- Policy Council Approval;
- Criminal Registry Background Check;
- Drug Screen, Physical and Functional Test;
- Health Self Appraisal;
- Proof of Current Auto Insurance Coverage;
- 5 Year Driving Record;
- Valid Oregon Driving Record;
- Employment Paperwork (*upon completion of above contingencies*)

Benefit Package:

Paid Holidays

Paid Winter and Spring Break (*total hours paid may vary by seniority and position*)

After 120 days of Full Time employment (*24+ hours per week*), employees are eligible for paid time off, sick leave, and health insurance (*medical, Rx, dental, & vision*).