

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED NOVEMBER 2006**  
**RANGE: 50.0**  
**INSTRUCTIONAL SERVICES SERIES**  
**CLASSIFIED**  
**CODE: 2**

**CHILD AND FAMILY SERVICES FACILITATOR – FOSTER YOUTH SERVICES**

**DEFINITION**

The Foster Youth Services Child and Family Services Facilitator will assist foster youth in maintaining a continuum of county-wide integrated services and work to help ensure positive educational and life outcomes for foster youth.

The Foster Youth Services Facilitator will work with county departments, education agencies, community-based organizations and grassroots community groups in an effort to maximize linkages for foster youth to services through an integrated case management system as well as provide outreach and education to improve the condition of children in the foster care system.

The Kern County Network for Children Foster Youth Services Child and Family Services Facilitator will assist the Foster Youth Supervising Case Manager in the development and implementation of the Foster Service Resource Center case management system for local foster youth.

This will include the coordination of the day-to-day work of the Kern County Network for Children's Foster Youth Advocates, AB 490 Liaison activities, tutoring and a variety of other supportive services.

He/She is responsible to the Foster Youth Services Supervising Case Manager and the Executive Director.

**EXAMPLES OF DUTIES**

Work proactively to bring together individuals, businesses, agencies and schools to direct efforts to improve service delivery, case management and meet the needs of foster youth;

help in the implementation of educational enhancement activities for youth in group homes and foster youth including the Foster Youth Services tutoring program and other supportive services;

connect foster youth and emancipated youth with resources/services within the community;

utilize culturally appropriate strategies to meet the needs of foster youth;

eliminate and/or streamline duplicative administrative efforts (e.g. filling out paperwork for each service provided);

help in the promotion, outreach and marketing for the Foster Youth Services program;

teach foster youth and emancipated youth to become their own advocates so they spend less time "figuring out the system," and more time getting their needs met;

provide the foster youth and emancipated youth needing assistance with one or more people (e.g. paraprofessionals trained in foster youth advocacy and/or case management) who offer a stable point of contact for coordinating services, as well as ensuring that the case plan is implemented on behalf of each foster youth;

assist foster youth and emancipated youth in quickly accessing a variety of services to help meet their needs;

provide school districts with information, education and support in successfully following the protocol and guidelines of AB 490, ensuring appropriate educational placement of foster youth;

mobilize existing resources and identify new funding to address foster youth needs through grants, endowments and private funding;

interact successfully with county agency policy makers, business leaders and county school district administrators;

help to coordinate and maintain the Foster Youth Resource Center multidisciplinary team;

assist with data collection, fiscal accountability and public relations activities;

encourage more prevention and intervention activities for foster youth so that they remain in school and a stable living environment;

serve as a liaison for foster youth to relay information and recommendations to policy makers;

serve as a catalyst to improve working relationships among community groups and agencies;

facilitate forums to bring together representatives with mutual needs to address issues and affect change;

provide training in leadership development and community mobilization for the benefit of foster youth;

attend and participate at Kern County Network for Children executive meetings, general meetings and participate as a sub-committee member when appropriate.

performs other work-related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Familiarity with the Kern County Network for Children;

knowledge of local community resources and governmental agencies, Kern County communities, and public relations techniques;

policies and procedures, rules and regulations related to grants and contracts including evaluation and data collection;

principles and procedures of record keeping, research and report preparation, and business letter writing;

modern office procedures and methods including computer equipment and software applications;

principles of supervision and training;

English usage, spelling, grammar and punctuation.

### Ability to:

Ability to work effectively as a team member/leader of a team;

perform excellent communication skills;

interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;

research, compile, analyze, interpret and prepare a variety of statistical and administrative reports and proposals;

work collaboratively with other departments, businesses, community-based and public agencies;

communicate clearly, concisely, both orally and in writing;

demonstrate strong organizational skills;

establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

Three (3) years of direct experience working with the foster youth population;

experience in the case management of foster youth and youth who are emancipating from the system;

experience in successful promotion and implementation of events, program and activities that benefit the foster youth population;

experience in marketing and outreach.

Education:

B.A. or B.S. in a social science, public administration, communication or related field required.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

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