

## **TITLE I, PART C MIGRANT EDUCATION ADVOCATE**

**Employee:**

**Job Title:** Services Advocate

**Division/Department:** Migrant Education

**Months Per Year:** 12

**Date:**

**Reports To:** Migrant Coordinator

**Hours Per Week:**

**Qualifications:**

Bachelors Degree in Social Sciences or related field preferred, but not required, experience working with migrant or highly mobile populations, experience working in a liaison-type position leveraging resources, at least one year experience working in a position in migrant education, fluent in English as well as other languages required for the area.

In-depth knowledge of the community, community-based agencies, community organizations, the school district, and federal program resources. Strong ability to network, mobilize, and create existing and potential resources for migrant students, OSY, and families. Excellent skills in written and oral communication, gaining cooperation of diverse groups of people, and building new networks to provide services. Proven ability to work as a liaison between under-represented populations, community and government agencies.

**Summary of Job:**

The Services Advocate position is responsible to identify, develop, schedule, and monitor community, school, or federal services that are needed by migrant students, OSY, or migrant families. The advocate may assist in conducting needs assessments, interpret programs and activities, or organize volunteer services to assist with obstacles that may exist for migrant populations.

**Reports To:** Migrant Program Coordinator

**Essential Functions:**

1. Communicate with newly identified migrant students, OSY, or migrant families to identify services needed to overcome obstacles of migrant lifestyle to be able to achieve the goals set forth in the needs assessment.
2. Contact previously identified migrant students, OSY, or migrant families and assist in the development of a needs assessment plan under the direction of the migrant coordinator.
3. Assist migrant students, OSY, or parents of migrant students in enrolling in programs that provide needed services (i.e. educational, social, legal, or .medical)
4. Explore and assist to overcome the obstacles to obtaining those services (i.e. transportation, transcripts, immunizations, or other records).
5. Serve as a language conduit between community agencies and the school district and migrant students, OSY, and their families as needed.
6. In cooperation with Migrant Coordinator, provide supplementary academic services to migrant students based on student's needs assessment (i.e. Spanish Literacy tutoring, PASS Program, credit accrual)

7. Maintain accurate, reliable, and comprehensive records of contacts made with agencies and services provided to migrant students, OSY, and their families.
8. Ensure that documentation is transferred to school or other appropriate formal record sources.
9. Maintain contact service providers to monitor services and client progress.
10. Communicate with migrant coordinator regarding the need for re-evaluation, modification of needs assessment, or change in action plan. Recruit students for the Harvest of Hope Academy
11. Attend meetings, in-services, and trainings requested by the district or migrant program.
12. Provide migrant coordinator with accurate and sufficient documentation of job duties (i.e. weekly contact log, monthly new cases report, update of high school dropouts)
13. Refer new migrant families to local/state recruiters
14. Other duties as assigned

**Conditions of Employment:**

1. Have private transportation with proof of insurance
2. Probationary period of six months with approved job performance

**Physical Requirements of the Position:**

1. Ability to travel on a state and national level.
2. Ability to meet with community agencies, parents, and other service providers to provide educational continuity to migrant students

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_