

STUDENT ADVOCATE

Purpose Statement

The job of Student Advocate was established for the purpose/s of providing intensive supervised probation services and oversight for students convicted primarily of repeat substance abuse and/or misdemeanor crimes in Natrona County Circuit Court; establishing and maintaining relationships with relevant stakeholders (parents, students, district personnel, community organizations, federal and local agencies, etc.); and partnering with building teams to ensure successful educational and social outcomes for each participating student per district goals and objectives.

This job reports to Director

Essential Functions

- Advises and supports building-level teams (e.g. students transitioning back to school after completion of program, etc.) for the purpose of ensuring successful educational and social outcomes for each transitioning student per district goals and objectives.
- Attends judicial arraignments and hearings for the purpose of communicating relevant information and making recommendations.
- Collaborates with a variety of stakeholders (e.g. parents, students, district staff, building-level teams, community organizations, federal and local agencies, legal system, etc.) for the purpose of developing progressive and effective services that assist student(s) with compliance of probation conditions and abstinence from high-risk behaviors (e.g. drug/alcohol usage, suicide prevention, vandalism, theft, etc.).
- Designs program services in partnership with building teams (e.g. early identification/prevention processes, Check & Connect, etc.) for the purpose of identifying students who may develop high-risk behaviors, ensuring student well-being, and providing consistent and effective program services per district goals and objectives.
- Develops and implements a case management plan for each identified student for the purpose of ensuring successful completion of the program and high school graduation per district goals and objectives.
- Evaluates student behaviors (e.g. drugs/alcohol usage, suicide risk, breaking curfew, vandalism, theft, etc.) for the purpose of ensuring student(s) compliance with program guidelines and/or conditions of probation.
- Facilitates meetings with each student involved in the criminal justice system and his/her parent for the purpose of providing intensive probation supervision (e.g. home visits, school visits, community visits, office visits, surveillance, etc.) and ensuring compliance with conditions of probation (e.g. curfews, community service, drug/alcohol testing, etc.) as ordered by the court.
- Maintains a variety of manual and electronic records (e.g. case management files, court summaries, probation revocations, correspondence, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements and guidelines.
- Mentors students and families (e.g. positive role model, positive reinforcement and support using principles of Positive Behavior Intervention Supports, etc.) for the purpose of encouraging students to experience personal achievements and successful educational and social outcomes (e.g. HS graduation, law abiding, productive citizen, etc.) per district goals and objectives.
- Responds to inquiries from a wide variety of internal and external parties (e.g. district staff, students, parents, community organizations, state and federal agencies, legal system, etc.) for the purpose of taking appropriate action (including de-escalation of crisis situations), interpreting and applying policies and procedures, and/or directing to appropriate party for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; district policies and procedures; issues relating to at-risk youth and high-risk behaviors; and judicial and educational systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions. Regularly required to work various hours, including nights and weekends.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

7/1/2014

Salary Grade

Exempt 64X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____