



Title: Family Empowerment Champion – LIFT Program

Qualifications:

1. Bachelor's degree or higher from an accredited college or university, preferably in a related field, such as human services, social work, sociology, public health, human development, or psychology
2. A minimum of two (2) years' experience providing support services to families or working with community agencies to support families
3. Valid driver's license and ability to travel throughout Champaign County as necessary
4. Willingness and ability to work unusual evening and weekend hours outside a traditional school setting
5. Experience working with trauma focused initiatives and/or resilient community models (preferred)
6. Experience working with initiatives focusing on families and children in crisis (preferred)
7. Experience working with students and families with intensive needs (preferred)
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Director of the LIFT Program

Supervises: N/A

Position Summary: The Family Empowerment Champion is primarily responsible for providing direct services and monitoring outcomes for families participating in the LIFT Program.

Key Responsibilities:

1. Provides services such as informal counseling, mentoring, transportation, advocacy, etc. as requested and needed by families.
2. Monitors individual and family plans regularly, celebrating achievements and making adjustments as needed.

Job Duties:

**Program Management**

- A. Makes regular and routine contact with program families through home visits, telephone calls, and family meetings.
- B. Provides guidance and support to program youth and families in all school events and activities.
- C. Encourages family engagement.
- D. Provides referrals to appropriate community agencies.
- E. Provides support through face to face contact regularly and as identified in the Wrap Around Plan.
- F. Regularly reviews attendance, academic progress, extracurricular involvement and behavioral challenges.
- G. Meets with school staff regarding student and family needs.
- H. Prepares notes regarding student/family progress and presents during case reviews with the Family Services Manager.
- I. Assists in monitoring the Family Support Line and serves as a crisis responder in a rotation as scheduled.
- J. Identifies gaps in services and provides information to the Family Services Manager.
- K. Plans and coordinates quarterly family activities and resource events with partner agencies for eligible families.
- L. Assists with the implementation of the extended day program.
- M. Prepares and presents reports, as directed.

**Acting with Integrity, Fairness, and In an Ethical Manner**

- A. Models the attributes of an effective District leader, including demonstrating ethical actions, positive demeanor, collaborative working relationships, and a connection to community agencies that support schools.
- B. Models a positive approach to interacting with all District staff.
- C. Exercises confidentiality and good judgement in all aspects of work.

**Other Responsibilities**

- A. Complies with and monitors budgets relevant to the areas of supervision.
- B. Complies with and ensures others comply with Federal, State, and local laws; regulations of the Illinois State Board of Education; and the District's Board of Education Policies.
- C. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability.
- D. Develops and maintains successful, cooperative relationships with personnel, union leadership, and the general public.
- E. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, or enrolls in advanced courses).
- F. Performs all other duties necessary to the position and such other duties as may be assigned by the Superintendent.

Terms of Employment: Salary, fringe benefits, and work year as established by the Board of Education

Evaluation: Performance will be evaluated annually by the Director of the LIFT Program in accordance with the District's procedures for evaluation of District Support Personnel (DSP)

FLSA Status: Non-Exempt

Status: Created June 11, 2021  
Last Revised August 30, 2023