

Family Access Network (FAN)

Summary of FAN Advocate Duties

FAN advocates are located in public K-12 schools throughout Deschutes, Crook and Jefferson Counties. FAN connects children and their families to basic-need services (food, shelter, health care, clothing, school supplies and more) with the goal of keeping children healthy and in school. FAN advocates are employees of their school district, with direct supervision conducted by the school district. The regional FAN program is coordinated through the High Desert ESD, with fundraising conducted through the FAN Foundation (a 501c3 non-profit organization).

FAN advocate **core job actions:**

- Support children and help families meet basic needs and move toward self sufficiency
- Remain current and educated on community referrals, basic need, and local social service resources
- Be available and accessible to children, families, community members, and school staff throughout the school day
- Build and maintain professional and respectable relationships with clients and staff
- Advocate for children and families within the school and community
- Empower children and families to obtain resources and create a realistic plan
- Manage a successful FAN school site by keeping administrators informed on FAN's impact in the school, completing quarterly reports, and setting work priorities
- Train school staff in MAC (Medicaid Administrative Claiming) annually and coordinate MAC days in each school sites, three times a year. Be available to answer questions and support staff over email or in person (Deschutes County only).

FAN advocate **out-of bounds:**

- FAN advocates must remain responsive to client needs and therefore should not be asked to conduct regularly scheduled duties (e.g. bus, recess, secretarial, interpreting).
- FAN advocates are not counselors or therapists, regardless of their educational level, and should not be asked to facilitate support groups, counseling session, etc. They are classified district employees.
- FAN advocates are not emergency service workers. Advocates generally support more than one school and are not in the role of addressing immediate crisis/emergency needs for families.

FAN offers and connects students/families to the following: school supplies, clothing, medical, dental, vision, mental health services, hygiene items, positive youth development activities, heating, housing, food, jobs, and more.

FAN serves **over 7,500 children and family members** each school year with 29 advocates in 65 sites throughout Deschutes, Crook and Jefferson Counties.

FAN Mission: To offer assistance, possibility and hope to Central Oregon families in need by connecting them with crucial resources that will help children flourish in school and in life.

FAN Vision: A community where children flourish and families thrive.

www.familyaccessnetwork.org