

TITLE**Family Resource Liaison**

**Funded only for the remainder of the 2023-24 school year
by the Resilient Schools Community Grant**

QUALIFICATIONS

1. Minimum of a Bachelor's Degree in Social Work, Psychology or a related field; and
2. At least one (1) year of working experience in the field.

JOB GOAL

To collaborate directly with school personnel, families and children in identifying, developing, and implementing intervention strategies to address behavioral, academic, health, economic, attendance, or family issues specific to children and youth in the Franklin County School District. Will serve as a liaison between schools, home, and community agencies and services.

ESSENTIAL FUNCTIONS

1. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service;
2. Complies with school, system, state and federal regulations and policies, including the Code of Ethics;
3. Maintains confidentiality of sensitive information and material; adheres to chain of command;
4. Keeps appropriate and accurate records;
5. Assists in the identification of children as homeless according to McKinney-Vento federal guidelines;
6. Provides case management services;
7. Works with school personnel, families, and children in identifying, developing, and implementing intervention strategies to address behavioral, academic, health, economic, attendance, or family issues;
8. Consults and collaborates with other school personnel in developing appropriate case management plans regarding identified students;
9. Is involved in ongoing collaboration with other community agencies to assist students and their families with identified problems;
10. Enlists the aid of community agencies and resources to meet the tangible needs of students and families when these are factors in non-attendance, social emotional growth and/or academic growth; and
11. Perform other tasks/duties as assigned, or deemed necessary by the Family Resource Center Director and/or Director of Schools.

PHYSICAL DEMANDS

Must be able to lift fifty (50) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good communication skills are critical -
 - Must have the ability to communicate with students, teachers, and parents.
 - Must have the ability to communicate well with school personnel, parents, students and central office staff while complying with the confidentiality requirements in local, state, and federal policies. (Oral and written communication skills)
6. Good organizational skills – must be able to work productively under pressures of time and volume.
7. Ability to meet the public well.
8. Respect for confidentiality of information.
9. Ability to represent the organization in a positive, professional manner.
10. Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal school/office working environment as needed to work directly with students, parents, teachers, etc.

Reports directly to the Director - Campora Family Resource Center.

Expected to work the normal school calendar of teachers. The normal work day is eight hours – must sign-in and out daily on the Siesta software, which generates the monthly official timesheet (requires signatures) of attendance.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

Is deemed to be a classified (support) employee – to be paid by the hour for work performed. Adjustments will be made in the following pay deposit, as needed, per the official monthly timesheets.

GENERAL REQUIREMENTS

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization.

Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed – even if seemingly unrelated to the basic job.

Every employee has a duty to perform all assigned tasks.

It should also be noted that the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.