

**Job Title:** Family Resource Liaison

**FLSA Exemption Status:** Non-Exempt

**Term:** 200 days

**Minimum 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 Objectives/Goals:**

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.

**Responsibilities and 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;
11. Attend work on a regular and predictable basis; and
12. Perform other tasks/duties as assigned, or deemed necessary by the Family Resource Center Director and/or Director of Schools.

**Skills and Abilities Required:**

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.

**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

**Reports To:** Director - Campora Family Resource Center

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

