



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

CLASSIFIED JOB OPENING

POSITION: FAMILY/COMMUNITY LIAISON I

HOURS: 18 ³/₄ hrs. per week

LOCATION: Mountain Communities Family
Resource Center

SALARY RANGE: #10 - \$13.17 to \$16.18 per hour

QUALIFICATIONS: See attached job description

SELECTION PROCESS: Qualifications and suitability for the
position will be assessed in an oral
interview.

APPLICATION PROCEDURE: Interested personnel should submit a resume
and letter of interest to the District Office
by December 5, 2016.

Length of position is determined by grant funding cycles.

Please call Anne Weber at 245-4303 if you have any questions.

**P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 248-6714 Fax
e-mail: district@el-tejon.k12.ca.us**

El Tejon Unified School District

Family/Community Liaison I Job Description

JOB SUMMARY

Under the general supervision of the Healthy Start Project Coordinator and site principal, the Family/Community Liaison will link parents, school staff and community groups to the Healthy Start Project. The Family/Community Liaison will be responsible for expanding community involvement in the project in order to allow multiple access points into the service system for children and families.

REQUIRED QUALIFICATIONS:

Knowledge of:

Social work and case management concepts and principles.
Community resources, including mental and physical health and social service agencies.
Proper English usage, spelling and punctuation.
Local mountain community.

Ability to:

Communicate clearly in oral and written language.
Work sensitively with diverse socio-economic and cultural populations.
Work effectively and efficiently with minimum supervision.
Perform basic computer skills including Word and Excel.
Maintain confidentiality of clients.

~~Keep required records accurately and make required reports.~~

Experience:

Related experience involving social science, psychology, sociology or child development desired.

Education:

Minimum of a high school diploma or equivalent.

License:

Valid California driver license and proof of insurance.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Serve as a liaison in assisting children and parents in accessing services provided at the Healthy Start facility within Kern County;
2. Serve as a resource to community agencies and school staff regarding programs and services available in Kern County;
3. Perform public relations activities and act as a liaison to human service agencies, school staff and community groups regarding Healthy Start Project;
4. Effectively communicate and maintain cooperative relationships with those contacted in the course of work;
5. Provide services to families in a variety of settings including home visits;
6. Participating in training in Bakersfield through Kern County Superintendent of Schools and attend applicable conferences when necessary; and
7. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:
1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.

FAMILY/COMMUNITY LIAISON I JOB DESCRIPTION

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- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 2 i. Ability to operate office equipment.
- 2 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

10

*A grant program funds this position. Employment beyond initial 12 months is contingent upon availability of future grant funds. This position is part-time (18.75 hours a week) with a possibility of becoming a full-time position. Hours are determined by final grant funding. Hours not to exceed 8 hours in a single working day.