



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
Superintendent

CLASSIFIED JOB OPENING

Mountain Communities Family Resource Center **Grant Funded Positions**

POSITION: Family/Community Liaison I

HOURS: 18.75 hours per week, 12 months

SALARY RANGE: #10 \$13.29 to \$16.34 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 an application and resume to Superintendent at the District Office by Tuesday, May 7, 2019.

El Tejon Unified School District

Family/Community Liaison I Job Description

JOB SUMMARY

Under the general supervision of the Mountain Communities Family Resource Center (MCFRC) Director and/or site principal, the Family/Community Liaison I will link parents, school staff and community groups to the MCFRC while collecting data for program evaluation. Expand community involvement in the project in order to allow multiple points into the service system for children and their families. The Family/Community Liaison I will coordinate resources and special projects with agency personnel. Initiate and oversee new programs offered through Memorandum of Understanding agreements to increase resources to case-managed and other families.

REQUIRED QUALIFICATIONS:

Knowledge of:

Social work and case management concepts and principles.
Community resources, including mental and physical health and social service agencies.
Project planning and implementation process
Data collection process
Proper English usage, spelling and punctuation.
Local mountain communities.

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.
Manage and coordinate multiple tasks.
Perform basic computer skills including word processing, spreadsheets, databases, e-mail and the Internet.
Maintain confidentiality of all clients.
Maintain case-management records.
Participate in data collection from case management files, annual state evaluation process and other applicable applications.
Complete projects in a timely manner.

Experience:

One year or more related experience involving social science, psychology, sociology or child development desired.

Education:

Minimum of a high school diploma or equivalent. Post high school education preferred.

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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 MCFRC 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;
7. Prepare state required case-management forms and data entry;
8. Attend Student Assistant Team meetings at appropriate schools; and
9. Facilitate Medi-Cal outreach functions, Medi-Cal applications and other applicable health insurance application processes.
10. 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.
- 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.

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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 is contingent upon availability of future grant funds. This position is part-time (18.75 hours a week). Hours are determined by final grant funding. Hours not to exceed 8 hours in a single working day.