



**EL TEJON UNIFIED SCHOOL DISTRICT**

**Rodney Wallace**  
District Superintendent

**CLASSIFIED JOB OPENING**

**Mountain Communities Family Resource Center**

Grant Funded Positions

**POSITION:** 2 - Family/Community Liaison I  
**HOURS:** 18.75 hours per week/12 months  
**SALARY RANGE:** #10 \$12.42 to \$15.26 per hour

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**POSITION:** 2 - Program Administrative Assistant  
**HOURS:** 18.75 hours per week/12 months  
**SALARY RANGE:** #14 \$13.71 to \$16.84 per hour

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**QUALIFICATIONS:** See attached job descriptions.

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

**APPLICATION PROCEDURE:** Interested personnel should submit a resume and application to Anne Weber Burnaugh at the MCFRC by Wednesday, January 22, 2014.

**Positions are dependent upon grant funding through the MCFRC.**

## 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.

**Family /Community Liaison I**

**JOB DESCRIPTION**

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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.

**Family/Community Liaison I**  
**JOB DESCRIPTION**  
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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.

El Tejon Unified School District  
Program Administrative Assistant - Job Description

Under the general direction of the assigned supervisor, to perform complex and specialized functions; to serve as an assistant to an administrator; providing relief from administrative and clerical detail; to assist in the organization and coordination of the staff activities of the assigned office; maintain positive community relations; other related work as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

Principles, methods, techniques, and strategies of staff coordination and organization;  
Client confidentiality and privacy laws;  
Modern office methods and equipment;  
Data collection management, storage, and retrieval systems;  
Receptionist and telephone response techniques;  
Letter and report writing, and proofreading

Ability to:

Effectively perform complex administrative activities and oversee and have knowledge of legal mandates, policies, regulations and operational procedures;  
Prepare clear and comprehensive reports;  
Learn, interpret and apply complex policies, administrative regulations and operational procedures;  
Plan, organize and coordinate the work of others;  
Type and operate various office equipment;  
Communicate effectively in oral and written form;  
Make mathematical calculations with speed and accuracy;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships.

Experience & Education:

Three years of office experience, including one year in a responsible or lead capacity. Two years experience with grant funded programs, including data collection, and budget functions. Equivalent to the completion of twelfth grade, supplemented by training or coursework in business-office management, organization, planning, or technical skills areas.

**ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Ability to demonstrate high ethics and morals.
2. Serves as an office management aide dealing with a variety of sensitive, confidential, and privileged matter.
3. May coordinate and lead the staff activities of the assigned office, including the organization, planning, layout, and development of work accomplishment time lines.
4. Prepare and/or coordinate the preparation of information, data, and budgets requested for administrative review.
5. Attend meetings and conferences as requested, take and transcribe notes into summary form.
6. May take and transcribe correspondence, memoranda, reports, and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations and operational procedures affecting the Director's functional responsibilities.
7. Interprets policy, program regulations and operational procedures to those persons contacting assigned office either by telephone or through personal visitation.

El Tejon Unified School District  
Program Administrative Assistant - Job Description

8. Acts as a receptionist and office management aid to the assigned supervisor, including the answering of routing inquiries and correspondence, maintaining an action calendar, scheduling appointments, conference and meetings and a variety of other details.
9. Establishes and maintains complex alphabetical, numerical and subject matter files which may include sensitive, confidential and privileged data.
10. Coordinates, organizes, and provides technical input into the performance evaluation of office staff.
11. Assists with budget planning and expenditure control procedures.
12. May perform a variety of functions and tasks related to the enrollment of clients and in preparing materials and records of clients who are participating in the sponsored programs.
13. May assist with a variety of personnel management activities, including the preparation of time reports.
14. Assist in health insurance application assistance, outreach, and referral, and MediCal Administrative Activities processes when applicable or as directed.
15. Incorporated within one or more of the previously mentioned essential functions of this job description are the following physical requirements.

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OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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