



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION FAMILY RESOURCE LIAISON

DEFINITION:

Under the supervision of the School Readiness Project Director, the position will deliver early childhood education, parent education, weekly playgroups, maintain campus family resource center(s) and act as a communication link between participating family members, community organizations, agencies, and educators.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Conduct needs assessments and developmental screenings; develop case management plans for children and families.
- Attend Parents as Teachers one-time Foundational, Foundational 2, and Model Implementation training, for a total of 7 training days which may require out of state travel.
- Provide parent education to families using Parents as Teachers curriculum, including the completion of specific requirements and meeting deadlines as outlined in the model implementation requirements of affiliate members.
- Establish and maintain positive and collaborative working relationships with families, First 5 staff, consultants and school district staff.
- Develop site programming to promote school's readiness for children, children's readiness for schools, and community asset mapping for families.
- Participate in activities and events; includes set-up, food preparation, and clean up.
- Coordinate overall site activities to assist Director in administrative details related to all programs; prepare and accurately maintain a variety of reports, documentation, records, and files relating to the program, including entering all data into a comprehensive online database.
- Develop and distribute information to families about actions, activities, and schedules for programming.
- Maintain frequent contact with families through home visits, office appointments, and telephone conversations, in a case management fashion.
- Provide or arrange for translation services on behalf of families as needed.
- Coordinate, partner with, and oversee volunteers and other contract providers for on-site programming and activities.
- Attend collaborations, trainings, staff meetings, reflective supervision meetings, and other meetings as directed.
- Participate in cross-training activities with other agencies including presenting when directed.
- Prepare a variety of correspondence, reports, and statistical information.
- Develop and/or translate English/Spanish flyers, letters, schedules, memoranda, and other documents as needed from rough drafts or verbal instructions.
- Advocate for and refer families to other services as needed.
- Transport families utilizing program vehicles (7-passenger van) to and from activities and medical and dental appointments in surrounding communities.
- Develop and facilitate weekly playgroups that meet Parents as Teachers model requirements for group connections, including age appropriate activities for children 0-5 that promote literacy and parent-child interactions.
- Assist in the planning and implementation of School Readiness parent cafes and other educational activities that include collaborative partners.
- Provide childcare at events when needed.
- Other duties as assigned.
- Drive frequently for department business.
- Maintain professional boundaries.



EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Equivalent to the completion of twelfth grade.
- Two years minimum supervised experience working with children and/or families in a social service or educational setting is required.
- Bilingual, bi-literate, and bicultural (English/Spanish) preferred but not required.
- Working knowledge of child development, parenting, and social services.
- Policies, procedures, methods, techniques, and strategies utilized in dealing with sensitive and confidential client, school, and community problems, issues, and concerns.
- Valid California driver license and evidence of insurance.

CAREER LADDER FOR FAMILY RESOURCE LIAISONS:

FAMILY RESOURCE LIAISON I

- Equivalent to the completion of twelfth grade.
- Two years minimum supervised experience working with children and/or families in a social service or educational setting.

FAMILY RESOURCE LIAISON II

- Equivalent to the completion of twelfth grade.
- Two years minimum supervised experience working with children and/or families in a social service or educational setting.
- 12 Early Childhood Education (ECE) units.

FAMILY RESOURCE LIAISON III

- Equivalent to the completion of twelfth grade.
- Two years minimum supervised experience working with children and/or families in a social service or educational setting.
- AA Degree with 24 ECE units or Child Development Preschool Teacher permit.

KNOWLEDGE OF:

- Policies, procedures, methods, techniques, and strategies utilized in dealing with sensitive and confidential client, school, and community problems, issues, and concerns.
- Child development, parenting, and social services.
- Community resources, advocacy, and networking skills.
- Current Child Welfare laws and policies, including child abuse reporting policies, rules, and procedures.
- Operation of standard office machines, equipment, computer, and necessary software applications.
- Car seat safety and use in vehicles.

ABILITY TO:

- Maintain confidentiality.
- Demonstrate initiative in developing and maintaining effective relationships with the public.
- Work with families from diverse cultures; be flexible and able to work with families in multiple settings.
- Effectively represent the School Readiness program and lead groups.
- Be flexible in daily schedule for attendance at functions.
- Work independently and as a member of a team to implement program objectives.
- Speak, read, and write in both English and Spanish, and serve as an appropriate English or Spanish speaking model preferred but not required.



Tehama County Department of Education
Job Description
Family Resource Liaison

Official: ND
Effective: 07/09/19

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to stand, walk, sit, and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able to exert up to 10-25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for some of the time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment, and work with various materials and objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: September, 2013

Revised: July 9, 2019

APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

Date: July 9, 2019