



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION FAMILY RESOURCE LIAISON**

### **DEFINITION:**

Under the supervision of the Program Manager- ECE, this position will deliver Early Childhood Education, parenting education, community resource navigation, and regular group connection experiences for children and families of children aged 0-5 throughout Tehama County. This position will act as a communication link between families, community organizations, and educators, supporting families and children in accessing various services through an integrated approach, promoting and helping to maintain and improve the health of children and families.

### **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.

- Develop and maintain positive and collaborative working relationships with families, community partners, and Tehama County District staff to support positive child outcomes.
- Conduct developmental screenings for children ages 0 to 5 years of age utilizing the ASQ-3 and ASQ-SE screening tools, in person or virtually.
- Connect children to programs and services for developmental/mental health needs based on screening outcomes, providing education and information on early childhood development, and activities to support the building of age-appropriate skills.
- Establish trusting relationships, and conduct family needs assessments with children and their families, working with them to navigate community systems, and developing case management plans as appropriate.
- Assist families in gaining access to or enrolling in the services they are eligible for, including but not limited to Medi-Cal, Cal Fresh, County Medical Services Program, and 211 Tehama.
- Regularly participate in outreach activities, parent cafe events, and other child and family events throughout Tehama County to support collaborative partners. Work will include supporting event set-up, food preparation, clean-up, and childcare as appropriate to ensure the events' success.
- Communicate frequently and regularly with TCDE Early Learning Programs and Services department leadership to ensure administrative details related to assigned work are correct and completed promptly.
- Develop, prepare, and maintain a variety of reports, documentation, records, correspondence, and data related to assigned work.
- Drive TCDE and at times personal vehicles, frequently for department business, including transporting families with identified transportation hardships to and from activities, and medical or dental appointments in surrounding communities.
- Attend collaborations, cross-training events, staff meetings, reflective supervision meetings, and other meetings as directed, presenting on topics as applicable.
- Coordinate, plan, and/or facilitate regular group connections for assigned families and children to attend.
- Develop, provide, or arrange translation services on behalf of families as needed, including flyers, letters, schedules, and other documents as needed.
- Maintain consistent communication with families through a variety of modalities, including in-person meetings, to support case management, child and family goal setting, and ensuring access to comprehensive and coordinated support.
- Enter child and family information into applicable data systems to support linkages to services requested, following up no more than one week after the initial connection to confirm needs have been met.
- Provide parenting education to eligible families using an assigned parenting curriculum, no less than once a month, at times and locations convenient to families. Ensure all parenting education and home visiting services provided are documented regularly using the applicable data system.



Tehama County Department of Education  
Job Description  
Family Resource Liaison

Official:   
Effective: 01/15/2025

- Other duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience necessary to perform the duties as described.

- A valid California driver's license and evidence of insurance is required.
- A High School graduate or equivalent is required. An Associate's degree in early childhood education or a related field is preferred.
- Two years of supervised experience working with children and/or families is preferred.
- Bilingual (English/Spanish) preferred.
- Experience as a Child Passenger Safety (CPS) Technician preferred, or ability to become a CPS Technician.

KNOWLEDGE OF:

- Policies, procedures, methods, techniques, and strategies utilized in dealing with sensitive and confidential family, school, and community issues, and concerns.
- Child Development, parenting, and social services.
- Current Child Welfare laws and policies, including child abuse reporting policies, rules, and procedures.
- Community resources appropriate to the needs of children and families in Tehama County.
- Operation of standard office machines, equipment, computers, and necessary software applications.
- Car seat safety and use in vehicles.

ABILITY TO:

- Maintain confidentiality and professional boundaries.
- Work independently, and as a member of a team, to implement program objectives. Be self-directed, and flexible, and demonstrate initiative in developing and maintaining effective relationships with community partners and other members of the public.
- Be flexible in daily schedule for attendance at scheduled events and meetings, supporting families by meeting them during times that work best for their schedules, and in a variety of settings.

PHYSICAL DEMANDS:

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 are to be established by the County Superintendent.

*HRS Office Use Only*

Created: September, 2013 Revised: January 15, 2025

**APPROVED**

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

Signature: 