



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

FAMILY RESOURCE LIAISON

DEFINITION:

Under the supervision of the Project Director, the position will deliver early childhood education, parenting education, monthly group connections, outreach, 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 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; provide education and information on early childhood development and activities to support the building of age appropriate skills; provide navigation and connections to resources and services for families virtually or in person; enter new client information into the Star data system, update information, and make follow up calls to confirm linkages to services; work with families with complex issues to navigate community systems; advocate for and refer families to other services and agencies as needed; advocate for the needs of children and families around early childhood development and create awareness of the importance of the first five years; provide parent education through home visits with families using the Parents as Teachers curriculum; document all Parents As Teachers home visiting services in the Penelope 3.0 database; conduct family needs assessments and develop case management plans for children and families; establish and maintain positive and collaborative working relationships with families, First 5 Tehama staff, consultants and school district staff; participate in outreach activities and events; includes set-up, food preparation as needed, 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, correspondence, and files relating to the program; 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; 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; develop and/or translate English/Spanish flyers, letters, schedules, memoranda, and other documents as needed from rough drafts or verbal instructions; transport families utilizing program vehicles to and from activities and medical and dental appointments in surrounding communities; coordinate, plan, and/or facilitate monthly group connections for families and children to attend; assist in the planning and implementation of parent cafes and other educational activities that include collaborative partners; provide childcare at events when needed; drive frequently for department business; maintain professional boundaries; other duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience necessary to perform the duties as described; a typical qualifying background would include equivalent to the completion of twelfth grade; two years supervised experience working with children and/or families is preferred; bilingual (English/Spanish) preferred; valid California driver license and evidence of insurance is required.



Tehama County Department of Education
Job Description
Family Resource Liaison

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 Help Me Grow 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, write in both English and Spanish, and serve as an appropriate English or Spanish-speaking model preferred but not required.

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 to be established by County Superintendent.

<i>HRS Office Use Only</i>	
Created: _____ September, 2013 _____	Revised: _____ November 17, 2022 _____
APPROVED	
Print Name: _____ Chiny Clawson _____	Title: _____ Director, Human Resource Services _____
Signature: _____	