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.
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.