

OROVILLE UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: TARGETED CASE MANAGER/FAMILY LIAISON

SALARY LEVEL:	28	DIVISION:	Classified
REPORTS TO:	Principal	LOCATION:	School Site
APPROVED BY:	Board of Trustees	DATE:	5/19/2021

SUMMARY: Under the direction of site administration, performs duties related to site and home based management services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Works with the parents, both at school and in the home environment, to assist them with school problems, (academic, behavior, health and attendance), and family concerns whenever they can be of assistance.
- May be required to adjust his/her schedule to include evening meetings and home visits.
- Works with school personnel to determine needs of students to be served through Student Study Team involvement, parent/teacher conferences, and IEP meetings.
- Attends regular staff meetings and workshops, as required.
- Assists parents in accessing services, scheduling appointments, and coordinating transportation.
- Maintain on-going and monthly case management reports, target case management logs, contact notes, development of family plans and individual health service plans.
- Assists in making home visits, as required.
- Provide classroom support and student observations, as necessary.
- Performs related duties and responsibilities as required.
- Coordinates and communicates with social workers, teachers, and counselors to support students and families

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Ability to:

- Work effectively with parents and students of all socio-economic and ethnic backgrounds.
- Accurately file and retrieve information.
- Understand and carry out oral and written instructions.
- Compile records accurately, and to complete reports based upon information obtained.
- Work with parents to access school information and community services to improve students' engagement.
- Work with teachers and other school staff to provide access to supports and other services to support students' needs.
- Establish, maintain and foster positive and harmonious working relationships with students, staff, parents and public.
- Promote parental involvement at assigned school.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); experience working with spreadsheets and databases; prior experience working in an educational setting or other youth-oriented program is desirable. A Bachelor's degree in a related field is preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:

California Driver's License required
Keyboarding Certificate (45 WPM minimum)
First Aid Certificate preferred
CPR Certificate preferred

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents, and other in an open, friendly business-like manner.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to above moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.