



JOB DESCRIPTION

Family Support Specialist

Reports to:	Coordinator - Safe and Supportive Schools	Employment Group / Salary Range:	Classified Range L
Dept:	Student Services	FLSA:	Not Exempt
Annual Workdays:	185	Formal Review Date: Board approval date:	5/30/2023 6/05/2023

PRIMARY FUNCTION

Under the supervision of the Coordinator – Safe and Support Schools, provides service coordination, support, and training to assist families in meeting the needs of their children to ensure social, emotional, behavioral, and academic success. Work with families to identify and achieve goals for student success and well-being; liaison with school and community programs and agencies to establish services to support the attainment of the identified goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Refer families to appropriate service agencies; help set up appointments, remind families of appointments, and/or interpret between family and referral agencies.
- Develop and maintain an inventory of resources available within the community relevant to basic needs support, healthcare services, and family/caregiver assistance. Disseminate these resources to school sites to keep other student support personnel current.
- Provide support and guidance to parents, families, and/or students in developing age-appropriate social skills, conflict resolution, anger management, substance abuse prevention, life skills, and necessary parenting skills. When providing support to students, access and use the Student Assistance Program (SAP) tools as appropriate.
- Picks up and delivers basic needs supplies and materials, and records, forms, and related documents as needed to support families. Coordinate with district personnel to purchase basic needs supplies for families; receive and organize supply orders to be ready for efficient delivery to families.
- Coordinate and facilitate parent education workshops and support groups to help parents learn and collaborate with other parents around parenting practices that strengthen the social and emotional well-being and improve academic and behavioral outcomes for children.
- Consult with and serve as a liaison among students, parents, teachers, and other school/district staff to best meet the needs of families and students. Attend meetings with parents and school personnel as scheduled.

- Participate as a member of the District's School Attendance Review Board (SARB) and related court proceedings as assigned.
- Communicate with mental health clinicians, school counselors, school psychologists, behavioral specialists, and administrators on best practices and individual student progress.
- Utilize student information systems to record the delivery of support and use data to assist with planning and delivery of family support and student assistance.
- Maintain all required documentation related to the delivery of family support and SAP services
- Participate in training and professional development to enhance knowledge and skills as needed or required.

QUALIFICATIONS

Education and Experience:

- A bachelor's degree in psychology, sociology or related field is preferred, however, equivalent related experience in place thereof may be considered as equal.
- Counseling, crisis intervention, family support experience is preferred (i.e. family resource programs, emergency shelter navigation, etc.)

Licenses, Certificates and Other Requirements:

- Possession of a valid California Driver's License
- Bilingual – English/Spanish required, including the ability to fluently speak, read, and write

KNOWLEDGE, SKILLS, AND ABILITIES

Skills and Abilities to:

- Commit to meeting family needs to support the social and emotional wellbeing and behavioral and academic success of students.
- Research and assess family needs and refer to appropriate services.
- Maintain a listing of local community and social service agencies for family support.
- Work closely with families of diverse backgrounds in an empathetic, professional, and objective manner.
- Collaborate effectively with school and district personnel, families, and community-based agencies.
- Maintain basic knowledge of the stages of child and adolescent growth and development, cultural competence, and confidentiality in school settings.
- Identify and respond successfully to the challenges presented by the district's diverse student population.

- Maintain a positive, relationship-focused attitude.
- Deliver grade/age-appropriate skill-development lessons in group and individual settings.
- Communicate effectively both orally and in writing.
- Successfully work in a fast-paced environment.
- Continuously adapt to an ever-changing environment.
- Operate a computer including email, document editing and sharing, and student information systems.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is required to lift/or carry up to 20 pounds to waist height.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed