



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE:	Support Service Facilitator	#2380
SALARY PLACEMENT:	Classified Salary Schedule Range R10	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

College course work. Related experience in community, social services, or health field. Bilingual in Spanish and English.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Work in the social service or health field. Previous experience working with Hispanic families.

MINIMUM EXPERIENCE:

Two years experience working with the public.

DESIRABLE EXPERIENCE:

Experience working with a public or non-profit agency serving the Hispanic Community.

SKILLS AND ABILITIES:

Bilingual in Spanish and English. Excellent communication skills. Ability to establish rapport with agencies and individuals. Ability to research information. Good organizational skills. Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Must furnish own transportation as required to fulfill job duties. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Program Manager II, Support Services will facilitate health and social services for migrant students.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Field calls regarding health and support services from district programs, determines migrants' role and locates and appropriate provider.
2. Interfaces with parents and provider to schedule appointments and negotiates cost.
3. Determines possibilities for payment through avenues other than migrant.
4. Facilitates transportation of children and parents when necessary.
5. Keeps account of and inputs data regarding migrant students receiving health and support services and their cost.
6. Operate a motor vehicle.
7. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Possesses manual dexterity needed to dial a telephone, to enter data into a computer, and perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and /or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, and come in direct contact with students, SJCOE staff, district staff, migrant community and the public.

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