

CLASSIFIED JOB DESCRIPTION

FAMILY RESOURCE ASSISTANT

JOB SUMMARY:

The Family Resource Assistant is responsible for implementing services and activities of the Family Resource Center under the general direction of the Director of Community Schools. This position implements activities such as workshops, support groups, social-recreational activities, etc.

ESSENTIAL JOB FUNCTIONS:

- Deliver workshops, including planning, coordinating and administering qualitative surveys.
- Assist in planning parent support groups, activities, and special events for the FRC and community in cooperation with the Director of Community Schools. Participate as requested.
- Link families to appropriate community resources based on the family's needs.
- Advocate for and act as a liaison for families with existing community services and agencies.
- Provide support and education, information and referrals to families.
- Assist in developing and implementing an outreach plan.
- Assist with and participate in outreach, community engagement and referrals generation.
- Assist in seeking out donations for FRC use and events.
- When appropriate, carry home visitation cases under proper supervision.
- Attend required meetings, trainings, etc.
- Assist with data collection and reporting
- Other miscellaneous duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- A high school diploma or GED is required. AA degree in Early Childhood Education, Human Development or similar field from an accredited college or university is preferred.
- Schedules are based on FRC hours and community needs. Hours may vary based on assignments. There will be weekend and evening events and activities.
- Bilingual English/Spanish preferred.

Classified Salary Schedule: Range 24
BOARD APPROVED: 01/22/25