

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

FAMILY RESOURCE CENTER FACILITATOR

DEFINITION

Under the direction and guidance of the Assigned Supervisor, the Family Resource Center Facilitator maintains the operation of the Family Resource Center by providing information, services and referrals to families with special needs children, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees resource library i.e., filing, data entry and categorizing of resources and maintains written materials for easy dissemination to public.
- Provides information and resources via telephone, email, mail and in person to families and professionals.
- Provides referral and networking services to families and professionals and program orientations to new families/visitors.
- Maintains individual reports/records such as telephone logs/activity summaries; parent/professional request for information forms.
- Attends monthly family resource meetings; prepares and mails minutes and agendas.
- Attends community outreach events to connect with potential families and network with other professionals.
- Maintains budgets and allocates funds by ordering resource materials for various Family Resource Center programs.
- Participates in grant writing and completes monthly billings and progress reports.
- Facilitates playgroups and support groups for families in various settings.
- Processes parent requests for conferences.
- Provides copies and distributes information to parents/guardians about the Medi-Cal system and where and how to access applications.
- Provides clerical support for Medi-Cal eligibility outreach and health service referrals; assists families and students with paperwork necessary to complete Medi-Cal and/or Healthy Families applications.
- May require driving to community events, meetings and outreach.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Two years of relevant experience of any combination of experience and training that would provide the required knowledge, skills, and abilities to perform the duties as described.

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Knowledge of:

- Standard types of office filing systems.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.
- A wide range of developmental disabilities, available services and community resources.

Skills and Abilities:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and community.
- Communicate effectively both in oral and written form.
- Read and apply rules, regulations, and procedures.
- Establish and maintain effective inter-personal relationships with staff, families and volunteers.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Maintain accurate records and reports.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing while using step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. The employees must be self-sufficient with regards to travel to agencies and the community to provide services.

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Licenses and Certificates:

- Valid California Class C Driver's License with proof of automobile liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: E

Approval Date: September 17, 2025