

SAN YSIDRO SCHOOL DISTRICT

TITLE: Children and Families Project Facilitator

DEPARTMENT: CDC

FLSA: Non-Exempt

REVISED: April 2016

REPORTS TO: Director of Child Development

CLASSIFICATION: Classified (11 month)

SALARY: Classified Schedule Steps 15-19

Board Approved: June 23, 2016

BASIC FUNCTION: Under the direction of the Director of Child Development, the Project Facilitator is responsible for the implementation of the grant award funded by the First 5 Quality Preschool Initiative & CSPP. The intent of this program is to improve access to health (e.g., dental, and vision screening, prevention and referral services expand preschool and parent education for homeless families and their children ages birth to 5 years.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Prepares various data and reports as required.
- Collaborates with various agencies and service providers to ensure coordination of services.
- Facilitates the delivery of services at the school site by outside agencies for children ages 0-5 and their families.
- Consults with school staff regarding student needs.
- Coordinates provision of an array of social and health services to student and families.
- Confers with students, families, staff and others regarding a variety of issues, including need identification, referral resources, and programs (e.g., health and Medi-Cal eligibility & services) to meet those needs.
- Identifies educational, health and other needs of students (including Medi-Cal enrolled).
- Designs and develops a referral delivery system to appropriate resources, including health, Medi-Cal, and Healthy Families.
- Provides information about health and Medi-Cal services to students, families, and other service providers.
- Directs families to Medi-Cal eligibility offices and other service providers.
- Makes referrals to outside agencies and services.
- Coordinates crisis intervention services.
- Follows-up on referrals with school staff and parents.
- Exercises care in appearance, posture, grooming, dress and social decorum.
- Maintains a professional working relationship with other employees.
- Accepts constructive criticism.
- Demonstrates qualities of initiative, dependability, resourcefulness, and industry.
- Cooperates and works well with others.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Experience in social and family health and education services; Parent Education and/or i.e. Adult
- B.A. in related field preferred; however, extensive experience in related field or working towards a B.A. may be considered in lieu of B.A.

- Ability to communicate orally and in writing; establish and maintain cooperative and effective working relationships with others; prepare clear and comprehensive reports.

DESIRED QUALIFICATIONS:

- Bilingual preferred (English/Spanish).

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.