

**RIVER DELTA UNIFIED SCHOOL DISTRICT
FAMILY RESOURCE SPECIALIST**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Healthy Start Coordinator, the Family Resource Specialist will provide and/or assist in providing services to children and families that are designed to enhance developmental and school outcomes for children and their families by connecting families to resources needed for students' academic success and family well-being.

DISTINGUISHING CHARACTERISTICS

The Family Resource Specialist will be responsible for providing routine, non-technical assistance and services to students and their families in the communities where Healthy Start is located.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Healthy Start Coordinator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assists students and their families who need services onsite at the Healthy Start Family Resource Center and off site as deemed necessary by the Healthy Start Coordinator.
2. Develops, maintains and updates records of students and families needing services for case management.
3. Encourages students and their families to access available community resources.
4. Assists students and their families in the completion of applications to access health and community services.
5. Meets with students and their families in identifying and completing self-assessments of service needs.
6. Assists students and their families in recognizing home, family, or community conditions.
7. Assists students and families in meeting housing and/or transportation needs.
8. Arranges for or acts as an interpreter when able to do so in contacts involving non-English speaking students and their families.
9. Informs staff of findings and current situations of families in the community.
10. Establishes and maintains working relationships with community service providers.
11. Attends appropriate staff development community meetings.
12. Performs other general community outreach and family support activities related to Program goals.

Marginal Functions:

1. Ensure a safe and clean learning environment for students and families.
2. Attends in-service training as directed by the Healthy Start Coordinator.
3. Other administrative duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Problems encountered in economically deprived communities, especially as they pertain to disadvantaged students.
2. Health and community services provided in the community.

Ability to:

1. Communicate and work effectively with students and families of various socio-economic backgrounds.
2. Follow oral and written instruction from supervisor.
3. Maintain emotional control in difficult situations and effectively respond to emergencies.
4. Demonstrate tact and diplomacy and maintain confidentiality of information.
5. Establish and maintain effective working relationships with those contacted in the course of work.
6. Read, write, and speak English and Spanish.
7. Perform routine clerical work and be computer literate.

Experience:

Possession of a valid California Driver's License.

Education:

High School Diploma

Pass the River Delta Unified School District proficiency examination.

Position: Family Resource Specialist

Site: Walnut Grove Elementary and Bates Elementary

Work Year: 12 months (.50 FTE Walnut Grove, .50 FTE Bates)

Salary: \$12.15 - \$14.08 per hour
Range 7