

MODESTO CITY SCHOOLS
JOB DESCRIPTION
COMMUNITY RESOURCES ASSISTANT

DEFINITION:

Under the direction of the Healthy Start Project Coordinator, provide liaison services in support of the Healthy Start program; verbally and in written form, translate information from English to native language and native language to English; assist in completing eligibility and application forms; identify eligible individuals for school, District or community programs; perform a variety of clerical duties in support of program activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as a liaison between schools, families and the public in support of the Healthy Start program at designated school sites; provide information and assist them by answering questions, providing reference material, scheduling appointments and/or directing them to appropriate program and District staff.
- Assist parents and Healthy Start staff in the completion of appropriate forms; maintain accurate records, files and monthly reports of services provided; assist in the implementation of program services and facilitate access to program resources; provide presentations concerning program operations, services and related activities; confer with families and personnel concerning program and student needs and concerns.
- Communicate with students in English and a designated second language to facilitate the learning process as assigned by the position; provide oral and written translation between parents, staff and others as required; translate notes, letters and other materials as needed; assist with translating and interpreting between community members, parents, children, and staff; establish and maintain contact with families; respond to inquiries; provide information concerning program services, practices, standards, policies and procedures.
- Collect and compile student and family information, including screening and assessment data; maintain student records and file; assist students and parents with obtaining services of community resources to meet school or District objectives.
- Assist in follow-up tasks for the case-management team, including scheduling meetings and correspondence with families and agency representatives; provide resources for families upon request, including diapers, wipes, socks, hygiene kits, shoes and other needed supplies.
- Prepare and maintain logs, files and records related to assigned activities; maintain accurate and current history related to parent, school, and District program services and activities; review and verify the accuracy and completeness of various documents; obtain, organize, file and display guidance materials, catalogs and bulletin boards; prepare routine reports as directed.
- Perform a variety of clerical duties in support of program activities; duplicate materials; initiate and receive telephone calls; prepare, update and distribute a variety of informational materials; communicate with personnel, outside agencies and the public to exchange information and resolve issues or concerns in English, Spanish or other designated languages.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.
- Provide and prepare drinks and food for parent meetings and gatherings; assist with set-up of events as needed; coordinate pick-up of food, resources and other necessities for families.
- Attend and participate in a variety of meetings, conferences and training sessions as assigned.
- Assist in the organization, development and implementation of various events; prepare flyers, mailers, posters and other materials.
- Order and maintain office supplies and materials as needed; purchase items for events and deliver materials to schools and organizations as assigned; maintain inventory records.
- Coordinate food program distributions at various school sites.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- Any combination equivalent to: graduation from high school, or equivalent and some experience in accounting, bookkeeping, clerical, secretarial, or related experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.
- Some positions in this class may be required to translate oral and written communications between English and a designated second language.

DESIRED QUALIFICATIONS:

- One year of accounting, bookkeeping, clerical, secretarial, or related experience performing work tasks.

Knowledge of:

- Community resource and eligibility requirements for the Healthy Start Program.
- Basic identification and recruitment practices and procedures.
- Policies and objectives of assigned program and activities.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operate a variety of standard office equipment including a computer and assigned software.
- Record-keeping and filing techniques.
- Basic public relations techniques.

Ability to:

- Serve as a liaison between schools, parents, students and the public in support of the Healthy Start program.
- Participate in the recruitment of parents, volunteers, students, teachers and staff for program participation.
- Learn the Diverse academic, socioeconomic, cultural, and ethnic backgrounds of designated students.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Perform a variety of clerical duties in support of program activities.
- Assist in the implementation of program services and facilitate access to program resources.
- Serve as an informational resource concerning program operations, services and related activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Type and input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.

- Operate a computer and assigned software.
- Maintain records and files.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 1/12/2016

Unit Approved: 1/27/2016

Board Approved: 2/9/2016

FLSA Status: Non Exempt