

Family Resources Specialist

Purpose Statement

The job of Family Resources Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for overseeing the program operation and assigned staff; supporting the ongoing needs of participating families; ensuring compliance with program requirements; promoting the programs within the community; developing partnerships with local employers; and preparing required supporting documentation and reports.

This job reports to Director of Student Services

Essential Functions

- Assists agency staff (e.g. Head Start, ECEAP, etc.) for the purpose of finding alternate funding to support programs.
- Collaborates with a variety of internal and external personnel (e.g. other staff, community organizations, public agencies, etc.) for the purpose of implementing and maintaining services in accordance with programmatic and regulatory requirements.
- Compiles data on ongoing operations and/or students from multiple sources (e.g. staff, parents, public agencies, etc.) for the purpose of analyzing issues, identifying program needs, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Identifies family and student needs (e.g. shelter, medical, etc.) for the purpose of developing an action plan to remove barriers to child's success at/post school.
- Investigates the need for support and programs for students and families (e.g. home visits, etc.) for the purpose of providing the necessary and appropriate assistance to students and families.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. training materials, referrals, job logs, employee assignments, status reports, agency referrals, etc.) for the purpose of providing required information and/or documentation.
- Monitors program components, support needs and materials (e.g. training needs assessments, design and scope of services, interagency agreements, staff development/mentoring, etc.) for the purpose of enhancing service delivery and complying with program requirements.
- Participates in a variety of meetings, workshops and committees (e.g. Head Start/ECEAP workshops, annual cross-component monitoring team, community and public agencies, seminars, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares a variety of documents, reports and written materials (e.g. reports, logs, memos, handouts, etc.) for the purpose of communicating information to parents and staff, providing written support, developing recommendations, and/or conveying information.
- Responds to inquiries from a variety of internal and external sources (e.g. staff, parents, community agencies, auditors, students, etc.) for the purpose of providing information and/or direction as may be required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment including pertinent software applications; training and developing staff; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, laws and regulations; early childhood education principles; and adult learning styles.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing effective relationships; communicating with diverse groups in a positive, non-threatening manner; creating a positive image within the community; adapting to changing priorities; working nonstandard hours; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency: MSW degree in related area with increasing levels of job-related experience.

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Driver's License & Evidence of Insurability
Counseling Certificate State Boards

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Certified