



Job Title:	Family School Liaison	Date Approved by Board:	3/25/19
Department:	Outreach	Supervisory Responsibilities:	No
Position Status:	Full Time and Part Time	FLSA Status:	Non-Exempt
Supervisor:	Outreach Supervisor		

Position Summary: Deliver Social and Emotional Learning to referred at-risk students attending local public schools. The content will be delivered in group and individual settings. The focus will be to teach, model and support the development of five core Social and Emotional Learning Competencies: Self-Awareness, Self-Regulation, Social Awareness, Building Relationships and Decision-Making Skills. Social and Emotional learning involves the processes through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. These intrapersonal and interpersonal competencies can be taught and measured, and research shows the students with these skills do better in school and in life.

Responsibilities:

- Develop, coordinate and implement individual and group Social and Emotional Learning services.
- Collect, enter and report client data outputs and outcomes.
- Working knowledge of de-escalation techniques and methods.
- Perform strengths based assessments.
- Develop and monitor goals.
- Obtain parental permission and develop effective working relationships with them.
- Adhere to standards adopted through Council on Accreditation.
- Develop effective working relationships with school personnel.
- Identify, locate and refer students and parents to appropriate community resources to meet identified needs.
- Conduct home visits.
- Provide safe transportation of students and parents.
- Ability to organize and maintain data and confidential information.
- Participation in school based meetings such as, but not limited to, Tier 1, 2, and 3 meetings.
- Ensure safety protocols and policies are practiced at all times.
- Develop and maintain working relationships with all internal and external clients.
- Assume responsibility for professional development and cultural competency.
- *Perform other duties as assigned.

Requirements:

Education and Experience:

- Bachelor's degree from an accredited university required.
- 1-3 years' experience required.

Competency:

- Basic proficiency in MS Word and Excel required. PowerPoint is preferred.
- Ability to facilitate and manage groups of students.

Requirements Continued:

Competency:

- Basic knowledge of five core Social and Emotional Learning Competencies and working knowledge of Social and Emotional Learning Curriculum.
- Excellent written and verbal communication skills.
- Must have CPR and First Aid certification, or ability to attain.
- Must complete child passenger safety training.
- Strong interpersonal, problem solving and teamwork skills.
- Working knowledge of community resources.
- Ability to set and maintain professional boundaries with clients.
- Ability to organize and maintain data and confidential information.
- Ability to establish and maintain a client focus.
- Must possess valid Illinois Driver's License in good standing and proof of valid vehicle insurance.
- Ability to operate 7 and 15 passenger vans.
- Safe, reliable personal vehicle, to be used for FamilyCore business, including transporting clients.
- Must pass background check.
- Ability to be sensitive and understanding of cultural and lifestyle differences of all people regardless of race, religion, sexual orientation, age, or background.
- Successfully complete FamilyCore training as required.
- Utilize time tracking software and all other software required to fulfill duties.

Physical:

- Frequent walking, standing grasping, fingering, reaching, lifting, pulling and pushing up to 10 lbs.
- Operate general office equipment, including multi-line phone, fax machine, printer, copier, 2-way radio, and personal computer, with or without dual screens.
- Regular sitting and reaching overhead.
- Occasional stooping and other physical activities related to an office environment.

Work Environment:

- Work occurs in and out of an office environment. Frequently exposed to outdoor weather conditions, and loud noise.
- May be subject to distraction and interruptions. May be subject to difficult client interactions that involve behavioral and/or emotional challenges.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name Printed: _____ Date: _____

Employee Signature: _____

FamilyCore is an Equal Employment Opportunity Employer

**Clarification for 'Other duties as assigned': This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice*