



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **LCE Family Liaison – Family Support Specialist** FLSA Status: **Non-Exempt**  
 Job Family: **Program Specialists** Pay Range: **PS15H**  
 Prepared/Revised Date: **October 31, 2018** Job Code: **40520**

**SUMMARY:** Responsible for supporting families with students that are transient, in-crisis, and most at-risk of dropping out of school. Navigate and bridge resources between Poudre School District and community non-profit and government organizations including working with the Department of Human Services and other foster-care agencies that coordinate and support families in prevention services or in custody of the state. Work at both the district and site level to provide case management and wrap-around services for sustained engagement in education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Meet with families that are referred based on need for intensive case management, navigating the educational system and community resources. Assist clients by providing case management and wrap-around prevention services.	D	25%
2. Develop individualized plans with goals focused on the family's strengths and needs, ensuring that necessary transition services are provided to the families and that all stakeholders have clear roles and objectives toward achieving the determined goals.	D	25%
3. Coordinate services involved in the individualized family plan to ensure continuity of care. Problem solve with families to overcome barriers to success with their plan. Maintain routine contact with each family.	D	10%
4. Maintain a high level of knowledge regarding transition research, community resources, materials and best practices.	D	10%
5. Collaborate with family's home school principal, counselor, social workers and/or teachers.	D	2%
6. Attend work and arrive in a timely manner.	D	1%
7. Advocate for clients and accompany them to appointments, hearings and other community meetings.	W	10%
8. Coordinate with community resources to meet the family's need for support with financial assistance, housing, medical care, substance abuse intervention, family support, employment/training opportunities, child care, life skills training, transportation, and social/recreational programs.	W	10%
9. Provide community and school outreach to encourage participation at their student's school.	M	2%
10. Build professional network throughout local school districts to be used as a resource for families.	Q	1%
11. Assess and strategize regarding school readiness, attendance and performance.	Q	1%
12. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent
- Three or more years’ experience working with high-needs families in an educational setting, community service or outreach program required. Experience working with at-risk and culturally diverse population preferred.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- Bi-lingual and fluent in Spanish
- English language skills
- Interpersonal relations skills
- Customer service skills
- Case management skills, including interdisciplinary collaboration, crisis management and resource knowledge
- Familiar with family systems and conflict management
- Knowledge of community resources
- Relationship building skills that include empathy and genuineness
- Organizational, time management and team partnership skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk			x	
Sit		x		
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze		x		
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute		x		
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	