

Job Description

Job Title: **Family Outreach Clerk**
 Job Family: **School Based Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **April 5, 2011**

Job Code: **1252**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 12**
 Typical Work Year: **9 months**

SUMMARY: To facilitate communication with students, families, district personnel and community to better meet the needs of the students. Act as liaison between schools, community, the student and families for various programs including, but not limited to, Medicaid, Child Health Plan Plus (CHP+), and other health-related resources. Coordinate outreach with schools/departments, and assist families in applying for Medicaid/CHP+, and other state, federal, county and district programs.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Communicates with students' homes on the phone and in person regarding absences, health education, registration, enrollment, and other issues. Assist with telephone calls and visitors. Facilitates communication among students, parents and district personnel regarding absences, grades, uninsured students, health-related resources/issues, etc. May maintain Spanish Hot Line. Initiate contact with families who have requested information about school and district programs, including, but not limited to Medicaid/CHP+ Health Insurance.	D	45%
2. Develop and mentor relationships with parents, students, district personnel, and the community by facilitating and organizing activities such as Mother's Club, Parent Classes, orientations and other programs. Provide health information, education, and support for registration and enrollment in Medicaid/CHP+, information and support. Organize and participate in school and community outreach events.	D	25%
3. May assist with family and student needs and other related activities, including, but not limited to, assisting families in utilizing their Medicaid and CHP+ benefits through a case management approach.	D	10%
4. Provides information to the assistant principal, or other administrators, regarding attendance, tardy, and other issues. May mentor students based upon the needs communicated by teachers. Complete forms, surveys, and reports, as well as maintaining files including computer database.	D	10%
5. Perform other job-related duties as assigned.	Ongoing	10%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- No experience required; experience preferred in Community Service and Outreach.
- Spanish language preferred. Required in some areas.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facilities and into the community.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Spoken and written Spanish language skills required for grant funded position.
- Excellent verbal and written communication skills.
- Initiative and follow-through.
- 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 all people including those 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.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Elementary School or Student Support Service Executive Director	3082 or 3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Position will be given daily direction and supervision by assistant principal or individual designated by Student Support Service Executive Director.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

VISION DEMANDS:	Required
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	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	