



**Job Description**  
Created: November 2018

Job Title: **Student and Family Outreach Program Community Resource Specialist** Job Code: **031029**  
 Job Family: **Non-Certified** FLSA Status: **Ex-P**  
 Pay Program: **Administrative** Pay Range: **Lvl 4**  
 Typical Work Year: **10 months**

**SUMMARY:** Responsible for providing comprehensive needs assessments, planning, advocacy, and follow-up for students and families experiencing homelessness and/or in need of community resource support, in order to remove barriers that impede students' academic success. The Community Resource Specialist's role primarily involves coordinating and communicating with various district departments, school staff, parents/guardians, and community agencies.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Provide comprehensive needs assessments, planning, advocacy, and community resource referrals for students and families experiencing homelessness under the McKinney-Vento Act and/or in need of community resource support. Maintain regular, ongoing contact and follow-up with referred students and families. Maintain communication logs and documentation in Infinite Campus.	D	40%
2. Coordinate and communicate with district departments, school staff, and community organizations in order to effectively match student and family needs to appropriate district supports and community resources. This includes attending meetings with and on behalf of students and families both at school and in the community.	D	20%
3. Provide Medicaid and CHP+ enrollment and support to students and families.	W	10%
4. Attend weekly staff meetings and monthly professional development. Stay current on certifications and training requirements.	W/M	10%
5. Participate in outreach events and provide presentations and training to administrative, certified, and classified district and school staff.	M	5%
6. Participate in Adams County and statewide networks, as well as advisory groups and committees related to resources and health care, to further develop related professional skills.	M	5%
7. Manage projects such as holiday assistance and resource drives.	M	5%
8. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in counseling, social work, or psychology.
- Master's degree preferred.
- Minimum of two (2) years working with students and families in need of community resource support.
- Experience working in a school system preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

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

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Advanced skills in oral and written communication, interpersonal relations, and problem solving.
- Ability to work collaboratively with all district departments and personnel.
- Experience or working knowledge of the juvenile justice system, youth serving agencies and community partnerships.
- Counseling and group facilitation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Bilingual oral and written communication skills highly preferred.
- Knowledge of issues related to youth at risk of school failure.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks.
- Ability to diffuse and manage volatile and stressful situations.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and PowerPoint.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- 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>JOB CODE</b>
<b>Reports to:</b>	Whole Child Initiatives Coordinator	130801

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

**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.*

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

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

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

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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