

FAMILY RESOURCE CENTER ASSISTANT

DEFINITION

Under the direction and guidance of the Assistant Superintendent of Educational Services, this person provides information and referrals to families with special needs children and related duties.

DUTIES AND RESPONSIBILITIES

Maintains smooth functioning of the Yuba County Family Resource Center; oversees resource library i.e. filing, data entry and categorizing of resources and maintains written materials for easy dissemination to public. Provides information and resources via telephone, mail and in person to families and professionals. Provides referral and networking services to families and professionals and program orientation to new families/visitors. Maintains individual reports/records such as: telephone logs/activity summaries; parent/professional request for information forms; attends monthly meetings and prepares written minutes/agendas/mailings; orders resource materials; completes monthly billings and progress reports; processes parent requests for conferences. Provides, copies and distributes information to children and/or their parents about the Medi-Cal system and where and how to access applications; provides clerical support for Medi-Cal eligibility outreach and health service referrals; assists families and students with paperwork necessary to complete Medi-Cal and/or Health Families applications.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduate or equivalent and two years of relevant experience of any combination of experience and training that would provide the required knowledge, skills and abilities to perform the duties as described.

Knowledge

Proper English grammar, punctuation and spelling; standard types of office filing systems, common equipment utilized in an office environment. Effective and efficient oral and written communication techniques. Familiarity with a wide range of developmental disabilities, available services and community resources.

Skills and Ability

Operate a motor vehicle and various office machines; communicate effectively both in oral and written form; organize and prioritize work; read and apply rules, regulations and procedures; establish and maintain effective inter-personal relationships with staff, families and volunteers; work independently in absence of supervisor; maintain accurate records and reports. Maintain strict oath of confidentiality in all matters.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid California Driver's License

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02/01/05