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|  | **JOB TITLE** | FAMILY RESOURCE/YOUTH SERVICES CENTER PROGRAM ASSISTANT |
| **REPORTS TO** | FAMILY RESOURCE YOUTH SERVICES CENTER PROGRAM COORDINATOR/DIRECTOR OF FAMILY CARETAKING (DPP) |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS, HOURS MAY VARY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7334 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| High School Diploma. |
| Valid Kentucky driver's license. |
| Prior experience working with families and children (preferable). |

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| **POSITION SUMMARY** |
| Supports the FRYSC Coordinator in creating caretaking experiences that enhance students’ abilities to succeed in school by developing and sustaining partnerships that promote early learning, successful transition into school, academic achievement, well-being, graduation and transition into adult life. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Work with the FRYSC Coordinator to assure the implementation of activities as addressed in each of the FRYSC components. |
| Co-facilitate student/family referrals to community resources such as behavioral health, child welfare and career development. |
| Serve as a liaison between home, school, and community partners. |
| Keep records of cases for use by Family Resource Center and outside agencies when appropriate. |
| Assist coordinator in financial record keeping. |
| Actively participate in the planning and implementation of the FRYSC advisory council. |
| Assist in identifying all potential sources of services or funding for the FRYSC. |
| Assist eligible families in assessing available federal and state support. |
| Partner closely with behavioral and physical health agencies, juvenile justice, community advocacy and protective services. |
| Demonstrate effective verbal and written communication skills. |
| Demonstrate regular attendance and punctuality. |
| Adhere to professional code of ethics. |
| Perform other duties consistent with the position assigned as may be requested by the Supervisor or Superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| Practices, policies and procedures involved in the functioning of the Family Resource Center. |
| Demonstrate a commitment to professional growth. |
| Connects and partners closely with behavioral and physical health agencies, juvenile justice, community advocacy and protective services. |
| Adheres to professional Codes of Ethics. |
| Interpersonal skills: patience, courtesy, and CARE. |
| Maintain records and prepare reports. |
| Analyze situations accurately and adopt an effective course or action. |

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| **PHYSICAL DEMANDS** |
| Wide range of physical movement. |
| Use of speech, vision, hearing. |
| Use of hands for simple grasping and fine manipulations. |
| Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |
| Indoor and outdoor activity. |