



February 21, 2011

**GALLATIN COUNTY
YOUTH SERVICE CENTER**
70 Wildcat Circle, Warsaw, KY 41095
Phone: 859-567-6500
Fax: 859-567-8222
Regina Danaher-Smith, Coordinator

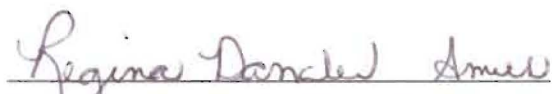
Dorothy B. Perkins, Superintendent
Gallatin County Schools
Wallace Central Office Building
75 Boardwalk
Warsaw, KY 41095

Dear Superintendent Perkins & Gallatin County School Board Members:

Please review the attached job description for a FRYSC Program Assistant for Youth Service Center and Family Resource Center.

Thank you for your consideration.

Sincerely,


Regina Danaher-Smith, YSC Coordinator

Dorothy B. Perkins, Superintendent

Board Chairperson/Member

GALLATIN COUNTY SCHOOLS – JOB DESCRIPTION

TITLE: FRYSC Program Assistant

REPORTS TO: Family Resource/Youth Service Center Coordinators

DEPARMENT/SCHOOL: Youth Service Center/Family Resource Center

DATE REVISED: 2-21-11

REGULAR HOURS WORKED: Part time, not to exceed more than fifteen (15) hours per week.
Based on an as needed basis July 1 – June 30.

PRIMARY PURPOSE:

Job Goal: To coordinate between students/families and service agencies to maximize the delivery of services from in-school and community resources.

QUALIFICATIONS:

Education/Certification

Special Knowledge/Skills:

1. High School Diploma or its equivalent.
2. Ability to relate to students, parents, other staff and community.
3. Clerical experience including some experiences with automated office equipment preferred.
4. Organizational skills.

Experience:

Experience in social work, child care, education counseling or related field.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist the coordinator with coordinating services for the YSC/FRC by working with community agencies and individuals, the school counselors and the administrative staff.

2. Comply with record keeping, evaluation and reporting requirements as directed by the Center Coordinator.
3. Attend YSC/FRC staff trainings.
4. Assist in locating affordable child care for students.
5. Make referrals to and assist with after-school programs.
6. Assist with parent meetings and trainings.
7. Make referrals for social services to the appropriate agencies.
8. Make referrals for health services to the school health nurse and Gallatin County Health Department.
9. Assist families with basic needs.
10. Conduct home visits/contacts.
11. Provide and/or assist with direct services to students and families.
12. Maintain a variety of logs, reports and files related to the YSC/FRC.
13. Assist in completing forms, applications and other documents.
14. Maintain a parent education program for new and expectant parents.
15. Any other duties related to the Center, as assigned by the coordinator.

EQUIPMENT USED: Phone, computer, copier, fax machine.

WORKING CONDITIONS:

Physical Demands: Ability to carry and lift boxes, ride buses, drive and make home visits.

Environmental Conditions: Ability to have flexible working hours, attend night meetings as needed.

Ability to work outside and inside, go on field trips in the summer as well as winter.

TERMS OF EMPLOYMENT:

July 1 to June 30 as needed, not to exceed 15 hours per week.
Classified Staff.

GALLATIN COUNTY SCHOOL BOARD APPROVAL:

Approved by: _____ Date: _____

Superintendent: _____ Date: _____