



United Way of Greater Plymouth County

Job Title: School Liaison

Program/Grant Category: The Family Center: School Liaison

Position Reports to: Coordinator of Family Resource Center

Work Schedule: 37.5 hours per week, including some evenings and weekends

Classification: Full Time, Non-exempt

Summary: Work with agency staff, parent/ caregivers and the community partners as a conduit for information, resources, data and communication with the local school districts across Plymouth County.

Essential Functions:

- Assist students and parents in identifying and accessing supportive services designed to improve the student's academic performance.
- Develop a strong working relationship with school personnel and become a resource to school and the Family Center staff to meet students' and parents' academic or educational needs.
- Identify key needs and priorities of students and their parents.
- Work with school personnel and local, state, and private agency direct service staff to develop and implement processes for improving communication and coordination of services to youth.
- Develop relationships with local, state, and agency staff. Become conversant in programs and services offered to at-risk students.
- Act as a connector between local, state, agency staff and youth facing academic or educational challenges.
- Develop programs with/at Family Resource Center that meet needs of families, particularly those that attend schools in the local public school system.
- Work with DESE staff to identify opportunities to work collaboratively in meeting student needs.
- Represent the Family Resource Center at school district and other relevant community meetings.
- Document and track successful strategies with youth, provide evidence of success and student-focused strategies worth replicating.
- Complete all required reporting in a timely manner.
- Enter data into database software and update as needed.
- Attend and/or present at meetings of EOE, the Readiness Cabinet and/or EOHHS with respect to activities and findings.
- Assist and support the day to day functions of The Family Resource Center.

Skills:

- Excellent interpersonal skills
- Capacity to work with diverse groups

- Understanding of how to work with families and individuals with a multitude of risk factors and needs
- Familiarity with local school district and key stakeholders
- Ability to navigate multiple, complex systems
- Public speaking, convening, facilitation skills
- Knowledge of local community resources, community-based providers, and state human service systems
- Able to read, analyze, and interpret professional journals, technical procedures and government regulations.
- Ability to effectively present information and respond to questions from families, stakeholders and the public.
- Proficient in Word, Excel; experience with client tracking software preferred

Education and Experience:

- Bachelor's Degree is preferred.
- Bi-lingual preferred (Cape Verdean Creole, Haitian Creole, Spanish, Portuguese).
- Experience working within a human service agency (either state or community based)
- Experience working with schools

Physical Demands:

- Able to lift up to 30 lbs.
- Moving tables or chairs to set up for presentations or activities.
- Carrying boxes of supplies or fliers for programs.

Other Requirements:

- Valid driver's license
- Access to a vehicle
- CORI check