

**South Bay Union Elementary School District**  
Foster Youth Liaison (FYL)/  
Family Resource Center (FRC) Coordinator

**Job Description**

**Job Summary**

This is a combined position of Foster Youth Liaison and Coordinator for the district's Family Resource Centers (FRCs). The scope of the Foster Youth Liaison (FYL) is to be responsible for the coordination and implementation of the educational services for foster youth students who attend the South Bay Union Elementary School District. The FYL is available to provide direct support to foster youth with their educational plans and goals. The FRC Coordinator works directly to help support the activities/duties associated with the district's Family Resource Centers.

**Examples of Duties**

- Collaborates with foster youth, placing agencies, courts, caregivers, and CASA to help assist in providing educational case management and plans
- Works with district and school support staff in coordination of educational support services, including school stability, transportation plans, enrollment and transitional plans, retrieval of educational records, connecting students with school support and extra-curricular activities, transition plans to higher education and employment opportunities
- Assist district with their development of their LCAP for foster youth
- Attends relevant FYL and FRC meetings and trainings
- Prepares relevant FYL and FRC reports and documents
- Maintains district FRC to keep open to the public and welcoming to community members
- Oversees CWS differential referrals and follows up with families
- Case Management: makes referrals to resources; communicates with DHHS, Cal Fresh, CalWorks, and other agencies; transports clients to appointments when needed; assists clients with applications for housing, insurances, Social Security, etc.; informs school personnel on family needs; makes home visits when safe and appropriate
- Connects with community service clubs/organizations
- Provides oversight and meets daily with AmeriCorps/AFACTR workers
- Attends community and school events i.e. Back-to-School night, Open House, Carnivals,
- Assists district's principals, counselors, and nurse with student/family needs
- Maintains a neat and clean environment in the district's FRCs
- Maintains a master schedule of the district's FRC use by outside agencies/groups/organizations
- Interviews AmeriCorps/AFACTR candidates
- Provide English/Spanish translation when needed if knowledgeable in both languages
- Oversees and provides all areas, including coordinator of, and billing/reimbursements for Medical Administrative Activities (MAA)
- Oversees and Provides First Five playgroup duties and responsibilities
- Participates, when appropriate, in South Bay Union ESD Solution Teams - e.g. Attendance Team, Community Connections Team, Parent & Family Involvement Team

### Education and Experience

- Bachelor of Arts degree preferred
- Bilingual English/Spanish preferred
- Basic competency equivalent to graduation from high school plus not less than one year of college level education or equivalent training in social work or related field
- Two year's experience working with youth
- Previous experience working with families within the social services field
- Must possess a valid CA driver license

### Knowledge of:

- CA laws and school policies pertaining to youth in the public school system
- Social models of intervention: crisis intervention, family and ecological systems, counseling theories/approaches
- Local services relating to foster youth and families
- Career paths and future educational opportunities for students

### Ability to:

- Read and comprehend laws, rules, and regulations
  - Work well with students of varying ages, family members, and multi-agency personnel
  - Organize work and communicate clearly and concisely
  - Follow oral and written directions
  - Maintain accurate records for program audits
  - Make formal presentations to small and large audiences
  - Lift and/or move supplies or equipment in excess of 30 pounds
  - Adapt to changing work demands including adjustments to work schedule
  - Manage task priorities to meet deadlines
  - Work under varying degrees of stress
  - Use computers and various software programs
  - Initiate recommendations regarding programmatic or operational improvements when the need arises
  - Effectively teach parenting classes
  - Maintain reliable transportation
  - Maintain excellent organizational skills
  - Maintain personable, effective communication with students/clients and practice active listening skills
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- Full-time temporary position with benefits 225 days (12 month position)
  - \$17-22 per hour with High School diploma plus not less than one year of college level education or equivalent training in social work or related field
  - \$20-25 per hour with Bachelor of Arts degree in Social Work or related field of study

