

## **COMMUNITY LIAISON /BILINGUAL**

**JOB SUMMARY**

Under direction of the Principal, and/or program administrator, and in conjunction with the Student Study Team, advocate on behalf of family in a bilingual environment. May be designated to coordinate access to health, mental health, public assistance, employment services, housing, and other community services. Support families to build skills and enhance their trust and utilization of services. Utilizing bilingual abilities, involve family and others in developing goals, objectives, and strategies to resolve barriers, access services and strengthen the educational well-being of the child(ren) and family. Utilizing appropriate language, translate and/or interpret for non-English speaking parents/family members as required.

**TYPICAL DUTIES**

Respond to requests for crisis intervention and information and referral services from parents/staff. Assist in coordinating the program referral, intake, and assessment system at the school site. Ensure timely and accurate data collection for evaluation and for reporting of client and service information. Maintain an accurate record keeping system, ensuring all case files are complete. Maintain confidentiality of all family information. Attend all scheduled program orientations, trainings, supervision and staff meetings. Assist in enhancing communication and relationships among community residents, utilizing bilingual abilities as required. Assist in providing opportunities for both English speaking and non-English speaking parent education and increased involvement with the schools. Make home visits to survey family needs. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and experience involving public contact and social service agencies. Some experience working with limited or non-English speaking adults and children. Demonstrated proficiency in the appropriate second language. Personal vehicle to transport clients.

**Knowledge of:**

Community resources and public services available in the El Cajon area and the eligibility criteria and referral procedures to various agencies, medical facilities, and service organizations in the East County.

**Ability to:**

Manage multiple demands and priorities to meet time lines. Evaluate a situation and assist in developing and implementing an appropriate course of action. Work in an evolving and rapidly changing work environment. Work effectively with a variety of people from different ethnic and cultural backgrounds. Demonstrate respect for self and others at all times and be able to work as a team player. Utilize good communication and organizational skills. Accurately translate and interpret for non-English

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speaking adults and children.

### **LICENSE**

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

### **PERSONAL QUALIFICATIONS**

Stability. Sensitivity. Flexibility. Patience. Discretion. Warm and friendly disposition and non-judgmental attitude. Self motivated.

### **PHYSICAL ABILITY**

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.

### **WORKING CONDITIONS**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.