



Employment Opportunity  
Butler County Educational Service Center  
December 5, 2019

POSITION: Community School Liaison – Preble County

GENERAL DESCRIPTION: The Community-School Liaison will assist TANF-eligible families and children in identifying and accessing social and health services to meet their basic social/medical/behavioral health needs.

QUALIFICATIONS:

- Bachelor's degree in social services, sociology, psychology, or related field.
- Two years relevant work experience in family/social services.
- Knowledge of community resources and health and human system operations.
- Excellent communication, organizational, problem solving, and team building skills.
- Proven ability to work with both the formal and informal service systems and to build partnerships in the community.
- Ability to work effectively with diverse sectors of the community.
- Ability to work independently.
- Ability and willingness to work flexible, nontraditional hours and in multiple settings.
- Valid driver's license with less than 5 points; access to personal vehicle during work hours; and proof of insurance.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Assist families in the process of determining their needs or identifying problems.
- Assess families and children to determine their strengths, needs, and cultural context.
- Link families and children to available community resources, including but not limited to, food stamps, emergency assistance, Healthy Start, and Medicaid.
- Document unmet needs and communicate to appropriate audience.
- Conduct home visits to involve parents in meeting child's needs.
- Develop an individual family/child service plan to meet basic needs.
- Coordinate the provision of support services to balance the needs of the child with the parent's need to work.
- Monitor services being delivered for ongoing assurance of appropriateness.
- Facilitate the development of a positive working relationship between families and those providing services and supports to meet their needs, including the educational system.
- Collect data to document the outcomes of the program.
- Interface with the DJFS information systems to coordinate publicly-assisted services.
- Complete, submit, and utilize reports and forms as necessary.
- Maintain confidentiality of family/student information.
- Comply with applicable state and federal regulations.
- Perform other tasks, consistent with the position, as assigned.

## OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for children in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

## KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, appropriate school and other law, current technology, effective conferencing techniques, district and community resources.

Ability to: Interpret policies, rules, and regulations; compile and prepare required reports; make appropriate operational recommendations; communicate effectively; build trust; lift a moderate amount of weight; transport self and materials to work site.

Skill in: All relevant technology equipment operation.

## EQUIPMENT OPERATED:

Computers and office equipment.

ADDITIONAL WORKING CONDITIONS: Occasional: Exposure to blood, bodily fluids and tissue, fumes, loud noise, and electrical hazards; attends functions and performs duties outside normal working hours; required to be on call. Periodic: Exposure to inclement weather driving conditions and severe weather. Frequent: Exposure to traffic; required to lift and move computer equipment; exposure to electricity and electrical equipment; exposure to unruly children/adults.

## TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non prescribed controlled substance use in the workplace throughout his/her employment in the district.

## EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of support staff.

STARTING DATE: As Soon as Possible

SALARY: Based upon Governing Board approved salary schedule

BENEFITS: Excellent benefits for all full time employees

WORK YEAR: Full time – 200 days

DEADLINE: Until filled

APPLY TO: Apply by clicking here: [Application](#)

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The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.