

**CHICO UNIFIED SCHOOL DISTRICT
TARGETED CASE MANAGER/FAMILY LIAISON - BILINGUAL**

DEFINITION

Under general supervision of a management employee, this position performs site and home-based case management services.

SUPERVISION EXERCISED – Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Works with the parents, both at school and in the home environment, to assist them with school problems, (academic, behavior, health and attendance), and family concerns whenever they can be of assistance.
- May be required to adjust his/her schedule to include evening meetings.
- Works with school personnel to determine needs of students to be served through Student Study Team involvement, parent/teacher conferences, and IEP (Individualized Education Program) meetings.
- Attends regular staff meetings and workshops, as required.
- Assists parents in accessing services, scheduling appointments, transportation.
- Adjusts to flexible hours as needed for home visitations.
- Maintains on-going and monthly case management reports, target case management logs, contact notes, development of family plans and individual health service plans.
- Makes home visits, as required.
- Provides classroom support and student observations, as necessary.
- Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, sentence structure and punctuation;
- Modern office practices including computer equipment and applicable software.

Ability to:

- Speak, read, write, and translate from and to English and designated second language;
- Work effectively with parents and students of all socio-economic and ethnic backgrounds;
- Accurately file and retrieve information;
- Understand and carry out oral and written instructions;
- Compile records accurately, and complete reports based upon information obtained;
- Work in the home environment in instruction with literacy-based education and developmentally appropriate practices;
- Establish, maintain and foster positive and harmonious working relationships with students, staff, parents and public.

Skill to:

- Operate standard office machines;
- Type at a level necessary for successful job performance;
- Safely operate a motor vehicle.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain knowledge, skills and abilities would be:

Experience:

- Must have one (1) year case management experience.

Education:

- Associate's degree or higher required.
- Coursework in the areas of social work, liberal studies, or early childhood education preferred.

Training:

- Must obtain a Wellness Coach certificate within probationary period.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain a current, valid driver's license and safe driving record.

Conditions of Employment:

- When driving personal vehicle, in the execution of job duties, employee must possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

- Please refer to the Job Analysis for Targeted Case Manager-Bilingual.