

Family and Community Resource Coordinator

REPORTS TO: Principals of Ansted Elementary and Collins Middle Schools

QUALIFICATIONS:

- B.S. degree in social work or related field
- Knowledge and skill in casework methods
- Must hold WV Board of Social Work Examiners License
- Three (3) years successful experience as a social worker
- Must have good evaluations and/or recommendations from previous employers/supervisors
- Ability to communicate effectively and work cooperatively with school personnel, students, parents, agencies, law enforcement, community agencies, and the general public
- Ability to compile notes and write reports
- Excellent oral and written communication skills
- Ability to successfully carry out the responsibilities of the position

RESPONSIBILITIES:

- Promote regular attendance as stated in WV Code §18-8-4.
- Work to improve attendance and relations between schools and homes.
- Provide early intervention services and assist in critical areas of need with Collins Middle School (4 days weekly) and Ansted Elementary (1 day weekly).
- Visit homes and confer with parents of students with poor attendance patterns and/or adjustment problems.
- Make phone, postal and/or face-to-face contacts with parents, school administrators, teachers, counselors, Child Protective Services, school nurses and others as needed.
- Confer with community agencies and act as a liaison/contact person for Multi-disciplinary Team (MDT) meetings.
- Conduct conferences with identified at-risk students, potential drop-outs, parents and Student Assistant Teams to provide intervention strategies and support services.
- Promote pro-active discipline approaches to assist at-risk students who engage in the most intense and frequent discipline problems.
- Participate with the Fayette County Family Resource Network.
- Counsel students whose behavior, school progress, or mental or physical handicap or condition indicates need for assistance.
- Participate in developing and writing behavior plans for at-risk students.
- Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
- Serve as a consultant to school personnel regarding students or situations which are not referred for direct service.

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- Lead group counseling sessions to enhance social development of individual members and provide peer support in areas such as grief, stress, or chemical dependency.
- Coordinate community support for academic and social reinforcement for Collins Middle and Ansted Elementary.
- Work with Title I staff at both schools to plan parent support activities.
- Work with RESA 4 to coordinate after-school tutoring, extended learning opportunities, and student activities for at-risk students.
- Perform other job-related duties as assigned.

SALARY: Teacher's salary based on degree level and school-related experience

EMPLOYMENT TERM: 200 days (*yearly continuation of position based upon federal funding availability*)