Job Title: Child Wellness and Attendance Liaison

Basic Function: Under general supervision of the Partnership and Student Wellness Coordinator, assist schools in working with students to improve attendance; support compromised students by coordinating services with the district, local, and state agencies. The Child Welfare and Attendance Liaison will make home visitations regarding student attendance, residency, and wellness issues; perform related clerical work, such as record keeping, making written reports; establish collaborative relationships with families to identify District and community resources; able to support students and their parents; and to do other related work as directed.

Representative Duties:

Essential Functions:

- Makes home visits to parents/guardians whose children have excessive absences or are experiencing child wellness problems.
- Confers with school staff, parents, and students regarding student attendance and wellness issues.
- Uses an interdisciplinary approach to resolve student/school issues, including social work, law enforcement, and school administration.
- Emphasizes home to school communication, working primarily away from school sites for the benefit of the student and school.
- Serves as a resource person to school staff, keeping school personnel aware of community changes and needs.
- Promote educational programs, cooperation, conflict resolution, self-esteem, goal setting, academic achievement and attendance to identified students.
- Serves as a liaison with community organizations and agencies in student attendance and welfare issues.
- Records contacts made with students, parents, school staff, and community agencies.
- Refers families to community resources.
- Verifies home addresses to determine legal residence of referred students.
- Serves as a member of the District SARB team.
- Attends job-related meetings and serves as a member of committees as appointed.
- Performs related duties as assigned.

Other Duties:

- Perform other duties as assigned in alignment to the job description.

Knowledge and Abilities:

- Establish and maintain effective working relations with site administrators, students, parents, and community members.
- Effective verbal and written communication skills.
- Ability to operate a variety of technology modalities.
- Ability to maintain records and prepare reports.
- Working skill in following written and oral instruction.
● Knowledge of District and state rules and regulations involved in student attendance.
● Correct English usage, grammar, spelling, punctuation, and vocabulary. Oral and written communication skills. Public speaking techniques.
● Physical capability sufficient to perform job tasks.
● Bilingual preferred

Physical Demands and Working Conditions:

Mobility:
Must possess mobility of arms to reach and dexterity of hands to grasp and manipulate small objects such as would be needed to use a pen or a keyboard. Must possess sufficient mobility to operate a vehicle, and travel to school and community sites, and other meetings at a wide variety of locations. There is a frequent requirement to attend meetings and make presentations, which may involve prolonged periods of sitting and standing.

Vision:
Must possess vision (which may be corrected) to read small print and computer screens.

Speech/Hearing:
Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings. The individual is required to speak clearly and distinctly, make lengthy oral presentations, and converse by telephone.

Mental/Emotional:
The individual is required to establish effective relationships with a wide range of people, to give direction, and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations. Other Conditions: The individual is required to use a personal vehicle to visit school and community sites, attend periodic evening meetings, and/or travel within and out of the county boundaries.

Education/Licenses/Experience:
● Two years’ experience or the completion of two (2) years of college-level coursework in a field related to the particular work assignment; or an equivalent combination of training and experience.
● Valid California Driver’s License.

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<th>Board Approval: 5/10/2023</th>
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