

FAMILY SERVICE FACILITATOR (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing advice and assistance to the parents, guardians and family members of educationally, economically, socially or otherwise disadvantaged students. The incumbent in this position personally provides or supervises a program of informal family counseling and organizes, schedules and may personally conduct parent and family education meetings. The incumbent must possess the ability to understand, read, and translate orally and in writing both English and Spanish. The work is performed under the general supervision of an administrator, with considerable leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Consults with the Building Supervisor in formulating a comprehensive plan of action including parent meetings and home visitations to aid the students in their educational pursuits;

Provides individual and group counseling to discuss the problems of students, their possible causes and solutions;

Makes visits to or supervises visitations of Family Aides to parents of disadvantaged students to discuss the problems of students, their possible causes and solutions;

Assists students or their family members in obtaining social services, psychiatric, medical or legal aide;

Organizes, supervises, solicits speakers for and participates in weekly parent education meetings;

Under supervision coordinates such special projects as student recruitment efforts, grant submissions and community needs assessments;

Conducts, takes part in or attends staff in-house training programs and attends out-of-house training courses, seminars and meetings;

Attends monthly District/Department meetings;

Maintains records of all staff visitations, and provides periodic activity reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the problems of disadvantaged students and their families including health, educational, sociological, psychological, or environmental problems, their causes and possible solutions; good knowledge of community resources available to the disadvantaged students and their families; ability to administer and supervise the Head Start visitation and Parent Meeting programs; ability to relate to and be accepted by disadvantaged students and their families; ability to prepare reports and maintain records; ability to follow written and oral directions; ability to translate and communicate effectively both orally and in writing in English and Spanish; tact; courtesy; good powers of observation; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education, sociology, human services or behavioral science or closely related field.
2. Four years of para-professional counseling experience; or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

APPROVED: February 27, 2015

CIVIL SERVICE CLASSIFICATION: Competitive