



Martha's Vineyard Community Services, Inc.
Family Resource Center School Liaison
Job Description

SUMMARY:

Working under the direction of the FRC Program Coordinator and the Program Director the FRC School Liaison is responsible for serving as a resource to families, schools and the community. The FRC School Liaison shall ensure that all family members experiencing CRA-related issues are connected to services that meet their individual needs and shall ensure that there is a process established to provide information and referral and direct assistance. Working in collaboration with the FRC Program Coordinator the FRC School Liaison shall be responsible for negotiating, planning, implementing events as assigned by the FRC Program Coordinator. Evenings and weekends mandatory. This position may be considered for a Flexible Work Arrangement, if approved by the Program Director, CEO and a Flexible Work Agreement is completed.

Job Responsibilities and Essential Functions (essential functions*):

1. Provide Services to Families:

- a. Ensure that all family members experiencing CRA related issues are connected to services*
- b. Working in collaboration with the FRC Clinician develop Family Support Plans
- c. Provide information and referrals to community resources and completes necessary forms for service for individuals seeking support from the FRC*
- d. Maintain and continually track data as it relates to providing services to FRC families*
- e. Attend trainings relevant to the position as requested by the Department of Children and Families and the MV FRC Program Director*

2. Provide Support to All Schools:

- a. Responsible for meeting with all schools on the island on a bi-weekly basis (either in person or Zoom – this can be dictated by the school) to discuss the needs of families served as well provide resources to the schools*
- b. Serves as a resource to all schools and the community*
- c. Work closely with all island schools to provide support to parents to address specific concerns, trends, etc.*

3. FRC Programming:

- a. Responsible for negotiating and implementing special events and other interagency activities that involve schools*
- b. Responsible for planning and implementing programming as directed by the MV FRC Program Coordinator*
- c. Assist in presenting evidenced-based FRC program curriculum as well facilitate other programming of the FRC, including groups*
- d. Assist the FRC Program Coordinator in developing the FRC Calendar of Events
- e. Attend trainings relevant to this position

4. Other:

Participate in at least two initiatives of the MVCS Quality Improvement Team per Fiscal year

QUALIFICATIONS:

- Background in social services or in a mental health setting
- Ability to self-reflect and work in partnership.
- High level of communication and organizational skills.
- Respect for individual differences and dignity
- Ability to maintain confidentiality of information
- Ability to foster a collaborative, team-oriented environment
- Demonstrated commitment to learning developing skills and sharing knowledge and information.
- Ability to adapt to change.
- Valid Driver's License
- Reliable independent transportation.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the workload.