

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 225
RANGE: 131
NON-EXEMPT

BILINGUAL FAMILY PARTNER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of individual or group setting activities for behavioral health students and their families/caregivers in family homes or in community environments; assist and enhance the involvement of parents around mental health; connect families to behavioral health resources; support students and their families in achieving wellness and recovery oriented goals; and work collaboratively with behavioral health team and support systems by increasing family involvement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist and accompany persons served and their families through their behavioral health services with the guidance of assigned supervisor and/or other treatment staff.
- Assist parents in facilitating referrals, scheduling appointments and providing support and follow-up with families; build strong, caring interpersonal relations and culturally relevant connections with assigned families.
- Coordinate with partner agencies and community organizations to provide and/or facilitate training and services through assigned Wellness Centers; inform parents and youth about community-based, school-based, and natural supports and how to utilize in the recovery/wellness process.
- Develop healing and trauma-sensitive relationships with persons served, their family and staff; provide a welcoming environment of recovery, wellness, and hope.
- Ensure the parent/caregiver's perspectives are considered when assisting behavioral health team in formulating treatment plan, goals and objectives.
- Facilitate recovery education and wellness coaching through various individual and group activities; assist persons and their families/caregiver with health and wellness strengths and needs, self-affirmation, treatment management techniques, and community involvement strategies.
- Increase resiliency of persons served by assisting them in recognizing and augmenting personal strengths in skill areas such as self-awareness, resource discovery, and self-responsibility, as assigned.
- Promote clear two-way communications between families and school staff, including teachers and administrators; involve parents in the instructional and uninstructional school activities and rules; support parent/caregiver as decision makers.
- Promote community awareness of the behavioral health program by presenting to community, school, parent, and other functions, as assigned; provide outreach to engage persons and families/caregivers with services within the behavioral health system, as assigned.
- Promote family wellness and parent involvement by assisting supervisor and/or other treatment staff when an urgent need or crisis arises.
- Provide culturally sensitive and age-appropriate services.
- Provide training for parents on information and skills related to health, wellness and recovery in order to reduce stigma for mental health and support parents in connecting to resources.
- Research resources and connect persons served and their families' with available, beneficial services, including but not limited to, employment, housing, health, spiritual and peer support.
- Serve as a liaison for parent engagement and offer support; help persons served become a mentor to others by safely sharing their own experiences.

- Share effective and positive strategies for developing coping skills and wellness tools related to helping a family member overcome the effects of having a trauma or a mental health challenge.
- Understanding of furthering recovery through behavioral health services.
- Willingness to share personal, relevant experiences while on the job.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Confidentiality standards for sensitive information.
- Family Educational Rights and Privacy Act (FERPA) and its requirements with respect to a child's privacy.
- Health Insurance Portability and Accountability Act (HIPAA) and its requirements with respect to a child's privacy.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Demonstrate an ability to maintain a non-judgmental attitude towards families
- Provide effective, friendly, helpful, accessible and flexible support
- Share unique perspective to a parent/caregiver of a child who has a physical disability, educational disability or mental illness.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

EXPERIENCE:

- Self-identified as having lived experience with the process of recovery from mental illness, substance abuse disorder, or both, either as a consumer of these services or as the parent or family member of the consumer.
- Direct support to individuals with emotional and/or behavioral challenges preferred.
- Involvement with community organizations, non-profits or schools in an advocacy capacity for parents or children preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Read, speak, translate and/or write in a designated second language.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Complete eighty (80) hours of Peer Support training provided by the employer and pass the Peer Support Exam.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.

- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 09/01/2020

Revised: 06/08/2021; 12/14/2023