

**Job Title:** FCF Intervention Specialist

**Wage/Hour Status:** Exempt

**Reports to:** Lead FCF Intervention Specialist

**Pay Grade** 102

**Dept. /School:** Counseling and Advising

**Date Revised:** October 31, 2024

**Primary Purpose**

Identify a target parent population of children in the Focus on Children and Families Program (FCF) and empower them to participate at school and in their children’s education. Assist families with using the community’s resources to strengthen their family life so that they can provide the support their children need in establishing a strong academic foundation.

**Qualifications**

**Education/Certification**

Bachelor’s Degree in Social Work

**Special Knowledge/Skills**

- Knowledge and skills in casework management
- Strong consultation skills for conferencing with teachers, parents and students
- Knowledge of prevention and intervention strategies, including behavior management
- Awareness and ability to access community resources
- Excellent organizational, communication, and interpersonal skills
- Computer knowledge with student management systems; Word; and Excel

**Experience**

One (1) year of experience in social services

**Major Responsibilities and Duties**

1. Work with school personnel and other administrators to coordinate psychosocial services for children and families.
2. Serve as liaison between parent and school personnel as well as parent and community agencies.
3. Work directly with parents to develop strategies for themselves and the academic success of their children.
4. Conduct home visits and classroom observations, as needed; assist with community agency referrals.
5. Coordinate individual and family therapy sessions with Licensed Professional Counselors when needed.
6. Staff family cases with school counselor, administrator, and Licensed Professional Counselor.
7. Provide community outreach, assess family problems, and assist the family in problem solving.
8. Provide monthly documentation and statistical reports as required.
9. Attend staff development training courses, conferences, and meetings to meet professional standards.
10. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Travel to student homes and district wide locations as assigned. Moderate walking and occasional irregular hours.

**Terms of Employment**

194 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.