

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: FAMILY RESOURCE CENTER WORKER**

**REPORTS TO:** Family Resource & Youth Services Center Director and/or Designee

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

To assist the FRYSC Director in carrying out the duties and responsibilities of the Resource/Youth Service Center per the KRS 156.497.

**DUTIES & RESPONSIBILITIES**

- Perform general office duties and clerical tasks.
- Assist the Director in meetings, conferences and trainings.
- Home Visits for student/family based services.
- Assist in coordination of services for families, youth and children.
- Attend meetings and trainings pertaining to the job.
- Assist in Center programming for students/families.
- Assist in Center purchasing and inventory.
- Process documents, arrange and compile data for reports.
- Assist in student/family advocacy and case conferences.
- Carry out any other duties that are needed by the Center.
- Maintain regular attendance.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Curriculum, instruction and assessment.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

**ABILITY TO:**

- To perform the responsibilities as previously outlined.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Operate a computer terminal.
- Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.
- Meet schedules and time lines.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and one year experience in the operation of a motor vehicle.
- Experience in working with schools, community agencies and families are desired. A high school or college graduate that possesses communication and written skills with the ability to work with students and families in a cooperative manner.