CHICO UNIFIED SCHOOL DISTRICT
TARGETED CASE MANAGER/FAMILY LIAISON

DEFINITION
Under general supervision of a management employee, this position performs site and home-based case management services.

SUPERVISION EXERCISED
Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Works with the parents, both at school and in the home environment, to assist them with school problems, (academic, behavior, health and attendance), and family concerns whenever they can be of assistance.
- May be required to adjust his/her schedule to include evening meetings.
- Works with school personnel to determine needs of students to be served through Student Study Team involvement, parent/teacher conferences, and IEP meetings.
- Attends regular staff meetings and workshops, as required.
- Assists parents in accessing services, scheduling appointments, transportation.
- Adjusts to flexible hours as needed for home visitations.
- Maintain on-going and monthly case management reports, target case management logs, contact notes, development of family plans and individual health service plans.
- Make home visits, as required.
- Provide classroom support and student observations, as necessary.
- Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Correct English usage, spelling, grammar, sentence structure and punctuation.
- Modern office practices including computer equipment and applicable software.

Ability to:
- Work effectively with parents and students of all socio-economic and ethnic backgrounds.
- Accurately file and retrieve information.
- Understand and carry out oral and written instructions.
- Compile records accurately, and to complete reports based upon information obtained.
- Work in the home environment in instruction with literacy-based education and developmentally appropriate practices.
- Establish, maintain and foster positive and harmonious working relationships with students, staff, parents and public.

Skill to:
- Operate standard office machines including calculators, computers and copy machines.

Experience and Training:
- Must have one year case management experience. Coursework in the areas of social work, liberal studies, or Early Childhood Education preferred.

License or Certificate:
- Possession of a current valid driver’s license.

Special Requirements:
Essential duties require the following physical skills and work environment:
Ability to work in a standard office environment; ability to travel to different locations.

PC - October, 1997
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