



Irvine Unified School District

COUNSELOR FAMILY RESOURCE CENTER

Safe Schools Healthy Students grant Irvine Unified School District
(grant funding from October, 2002 June, 2005)

DEFINITION

Under the general supervision of Guidance Resources Coordinator at IUSD provide counseling, referrals and education programs for clients referred to the Irvine Family Resource Center Program and leadership to staff and collaborative partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide family assessment and time-limited counseling for high-risk youth and families.
- Provide community outreach and bridging in order to connect families with local resources
- Establish and maintain collaborative relationships with local partner agencies.
- Support articulation among IUSD and community programs.
- Participate in data collection and program evaluation processes.
- Participate in professional activities, conferences and research to keep abreast of trends, practices and continued growth and development in services for high-risk youth and families.
- Assist with the development of a comprehensive case management data system.
- Demonstrate specialized knowledge of the needs of high-risk youth and families.
- Identify school program needs and assist in developing school strategies to meet student needs.
- Select and monitor appropriate community resources to supplement programs.
- Develop and provide ongoing in service training and assistance to staff.
- Coordinate education and in service programs for parents and staff.
- Assist with program sustainability.

QUALIFICATIONS GUIDE

Knowledge of:

- Government grant process and structure
- Prevention strategies for alcohol, tobacco, drugs and other at risk behaviors
- The needs of high-risk youth and families.
- School instructional and curriculum programs
- Community resources
- Effective communication strategies including verbal and written formats.
- Basic record-keeping techniques
- Basic computer operation.
- Grant writing experience desirable.
- Operational budgeting experience desirable.
- Effective staff management and performance assessment skills.
- Effective counseling strategies and child growth and developmental issues for families.

Ability to:

- Communicate effectively.
- Possess a minimum of 3 years of successful experience working with children and families.
- Evidence of successful leadership ability.

Experience and Education:

- Master's Degree in related field (counseling, psychology, social work)
- Valid California School Counseling Credential (MFT/LCSW license preferred)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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