

FACT Liaison

Salary Level: Per negotiated agreement
Reports to: Health Services Coordinator

Classification: Licensed
FLSA Status: Exempt

Position Description: Greater Albany Public Schools is looking to hire additional team members for our FACT program. The FACT program (Families and Communities Together) is a health and social services program for the district students and families. FACT serves as a bridge between our students, families, and school and community services and resources. The FACT team advocates for students across the district and works to educate, equip, and empower families in order to remove barriers for student success. FACT also works on special projects and programs, such as crisis response, community agency teams, services for pregnant and parent teens, and others.

The FACT team member will assist and lead in the areas of:

Student Support and Advocacy

- Work closely with students and families in person for family meetings, home visits, and other needs; available to work irregular or flexible hours to meet these needs.
- Conduct all work through the lens of equity, diversity, and inclusion.
- Lead with empathy yet follow processes when working with students, staff, families, and community partners.
- Advocate for and support students and their families in meeting their needs.
- Actively partner with the district health services team, including district nurses and school counselors, administrators, and other staff members to identify, coordinate, and support students' needs.
- Connect, collaborate with, and mobilize resources in the community to support the needs of students and families.

System Development and Implementation

- Planning, coordinating and implementing a case management plan for referred students and their families.
- Collect, organize, produce, and maintain accurate documentation and records.
- Conduct training and lead meetings or special projects as needed.
- Demonstrate success working both independently and collaboratively; leveraging different strategies and interpersonal skills to move the work forward.
- Communicate in all forms with a variety of audiences in a manner that gathers information appropriate to the task at hand, and accurately conveys district priorities.

Professional Expectations

- Models equitable and non-discriminatory practices in all activities.
- Initiates and maintains effective liaisons with a variety of community partners.
- Handle highly confidential matters in a professional manner, respecting the privacy of students, staff, and parents.
- Maintain positive working relationships with coworkers and district colleagues.
- Dependability in work ethic and professional integrity.
- Support the district's efforts in equity, diversity and inclusion work.

Minimum Requirements

- Experience working with impacted families and/or students.
- Strong communication skills.
- Oregon driver's license and insurance
- Bachelor's Degree

Desired Qualifications

- Bilingual and/or bicultural

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

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. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

I have read and understand this job description.

Signature: _____ **Date:** _____