



# Job Description

<b>Department:</b>	Family Source Center (FSC)	<b>Location:</b>	Panorama City Area
<b>Job Title:</b>	FSC College Corner Lead	<b>Reports to:</b>	FSC Program Manager
<b>Exempt/Non-Exempt:</b>	Non-Exempt	<b>Revision Date:</b>	8/2025
<b>Position Type:</b>	Full-Time (40 hrs/week)	<b>JD Approved by:</b>	Tania Fallert
<b>Pay Range</b>	\$23-\$25	<b>Apply at:</b>	<a href="mailto:Carina.c@ecda.org">Carina.c@ecda.org</a>

## Job Description

### Position Summary

The FSC College Corner Lead (CCL) works under the supervision of the FSC Program Manager to lead and coordinate youth services provided within the FamilySource Center. The CCL focuses on youth engagement, conducts outreach, and provides case management to middle and high school students in collaboration with College Corner Ambassadors with a focus on higher education. The role includes providing mentoring, tutoring, workshops, and data entry of provided services in the Program's and Agency's electronic systems. Most importantly, the CCL works closely with students and families to assess their challenges, strengths, and resources, empowering them to set and achieve personal goals. The position requires in-person attendance on scheduled days and supporting the overall mission and vision of ECDA.

### Role and Responsibilities

- Facilitates direct and indirect services to elementary, middle and high school students.
- Assists with and conducts comprehensive assessments, goal-oriented service plans, and case notes for each participant in youth case management, promoting active participation in the achievement of identified goals through authentic and encouraging relationships.
- Provides oversight or direct tutoring, assistance with navigating the path to the college process, academic core support in A-G courses, post-secondary mentorship workshops, presentations, coaching, and presentations.
- Assists with assessing and identifying client's specific needs related to academic barriers.
- Coordinate all youth activities and services within the Family Source Program to assist with improving academics.
- Supervise College Corner Staff, monitoring tutoring/mentoring caseloads and performance goals on a weekly basis.
- Promote FSC Youth services within schools, community centers, non-profit organizations, libraries, etc.
- Promotes the academic progress of students by serving as the liaison between youth, families, and other agencies working with the student (such as schools, social workers, other service providers or programs).
- Monitor the performance of academic achievement service providers for middle and high school student participants subcontracted with the FSC.
- Assist in the development of action plans for underperforming academic achievement service providers.
- Monitor the progress of established goals, milestones, benchmarks, and outcomes.
- Leads or facilitates workshops and classes related to academic achievement issues.
- Research and secure resources and referrals for children, youth, and parents
- Submit monthly success stories.
- Maintains accurate and up-to-date records, documentation, assessments, and referrals made in required FSC and Agency EHR and database system(s).
- Provides documentation and/or prepares periodic program reports as required.
- Adheres to all documentation, data entry and report deadlines.
- Ensure the entry of all academic achievement services in data management software.
- Submit receipts to Manager and Bookkeeping.
- Participates in meetings with other team members and supervisor to debrief on progress on cases and troubleshoot challenges that may arise.
- Participate in FSC staff meetings, FSC partner/service provider meetings, organization-wide meetings, etc.
- Work closely with LAUSD PSA to achieve Program goals.
- Maintains regular communication with key stakeholders and coordinates efforts to achieve the students' ISS goals.



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- Assist the Family Source Centers with general duties such as, front desk coverage, walk-ins, etc. when necessary.
- Perform other duties as assigned by Supervisor.

## Qualifications and Education Requirements

- Bachelor's degree preferred.
- Experience in providing tutoring and mentorship services preferred.
- Ability to work with people from vulnerable populations, diverse ethnic groups, and various socioeconomic levels.
- Bilingual (English/Spanish).
- Must have great organizational skills, be detail oriented and a self-starter with the ability to multitask.
- The ideal candidate should be personable and have experience in the social services and mental health field.
- Must be motivated and able to communicate effectively, and efficiently, both verbally and in written format.
- Strong computer literacy including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive, Internet, and other standard equipment.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Occasional weekend and evening hours will be necessary.
- Must have a reliable vehicle/access to transportation, valid California driver's license, and be responsible for all liability on the vehicle.
- Required to work "In-Person" and in dedicated or assigned site(s), in the community on weekdays and some nights and weekends.
- Other duties as assigned.

## Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.

The benefits of joining the ECDA team include (If eligible: health insurance, vision, dental, long-term disability, AD&D, life insurance), vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## Acknowledgment

☐ By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.

☐ By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			

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Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  

Environmental Demands:	
Outside:	Ability to spend 20% of work time outside
Inside:	Ability to spend 80% of work time indoors
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time
Heat:	NA
Cold:	NA
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones
Work with Others:	100% of time spent working and interacting with team and other departments
Reading	Ability to read at a college level
Writing	Ability to write at a college level

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

**To apply or any questions, please email Carina Campos at [carina.c@ecda.org](mailto:carina.c@ecda.org).**