



# Job Description

<b>Department:</b>	Family Source Center (FSC)	<b>Location:</b>	Panorama City Area
<b>Job Title:</b>	FSC College Corner Ambassador	<b>Reports to:</b>	FSC Program Manager
<b>Exempt/Non-Exempt:</b>	Non-Exempt	<b>Revision Date:</b>	1/2025
<b>Position Type:</b>	Part-Time (20hrs/week)	<b>JD Approved by:</b>	Tania Del Gatto
<b>Pay Range</b>	\$22.00 - \$25.00	<b>Apply at:</b>	<a href="mailto:Carina.c@ecda.org">Carina.c@ecda.org</a>

## Job Description

### Position Summary

The FSC College Corner Counselor reports to the FSC Program Manager and facilitates and provides direct services to middle and high school students. The position provides tutoring, assistance with navigating the path to the college process, academic core support in A-G courses, post-secondary mentorship workshops, presentations, and coaching. Services are provided to low-income individual clients and families as part of the Panorama City Family Source Center. The end goal is to foster greater self-sufficiency in students and their families and academic achievement in youth through a coaching model. The position ensures that efficient and sound plans are developed with clients. The position ensures inputting of all necessary data and documentation into the Program's and Agency's electronic record keeping and data system(s). The position will engage individuals and families to uncover their unique challenges and needs as well as their strengths and resources to enable the client to set their own goals. This position is for a school semester and will be re-evaluated at the beginning of each semester. This is a part-time hourly position up to 20 hours a week. This position requires in-person and field work attendance on scheduled days/times. Other duties as assigned.

### Role and Responsibilities

- Facilitates direct services to middle and high school students.
- Provides 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.
- Creates individual plans with participants.
- Assists with improving academic achievement.
- Provides referral and linkage services as needed.
- Develops genuine professional relationships with consumers in program.
- Identifies client's specific needs related to academic barriers.
- Participates in meetings with other team members and supervisor to debrief on progress on cases and troubleshoot challenges that may arise.
- 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).
- Maintains regular communication with key stakeholders and coordinates efforts to achieve the students' ISS goals.
- 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.
- Leads or facilitates workshops and classes related to academic achievement issues.
- Participates in FSC team meetings, events, staff meetings, collaborative partner or community meetings and other meetings as requested.
- Assist with special projects as needed.

### Qualifications and Education Requirements

- Current enrollment in college/university or recent college graduate from within the past two years.
- Experience in providing tutoring and mentorship services preferred.
- Ability to work with people from vulnerable populations, diverse ethnic groups, and various socioeconomic levels.



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- Bilingual (English/Spanish) with excellent oral and written communication skills.
- 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 field with familiarity in the mental health field.
- Candidate needs to 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.
- Occasional weekend and evening hours will be necessary.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Must have a reliable vehicle/access to transportation, valid California driver's license, and be responsible for all liability on vehicle.
- Required to work "In-Person" and in dedicated or assigned site(s), and 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)**