

Job Duties & Responsibilities School to Home Liaison Full-time position

Lakeland Family Resource Center is a non-profit organization whose mission is to provide programs and services that build on family strengths through prevention, education, support and collaboration with other resources in the community.

School to Home Liaison Duties and Responsibilities:

The primary role of the School to Home Liaison is to receive referrals from school personnel and assist students, families, and school systems in overcoming barriers that interfere with learning. This is accomplished through assessment, case planning, parent engagement, consultation, advocacy, and coordination of school and community resources.

Responsibilities include:

- Identify factors contributing to truancy, academic challenges, behavioral concerns, and mental health needs, and develop strategies to improve student success and engagement.
- Function as part of a multidisciplinary team and provide case management and coordination services.
- Support and empower parents in developing effective working relationships between home, school, and community systems.
- Utilize knowledge of human behavior and social, cultural, and community influences to help foster a positive learning environment.
- Confer with teachers, parents, school staff, and community agency personnel to evaluate student progress and implement individualized student goals and interventions.
- Coordinate and conduct home visits, parent meetings, and school conferences to gather information and address student and family needs.
- Make appropriate referrals to community resources and services, including counseling, medical care, financial assistance, and psychological supports.
- Participate in meetings, trainings, workshops, and committees to maintain knowledge of best practices and available community resources.
- Collaborate with students and families to identify targeted interventions that support academic achievement, attendance, behavior, and social-emotional well-being.
- Implement evidence-based skill-building curriculum with small groups and individual students to strengthen social-emotional learning, communication, coping, and problem-solving skills.
- Maintain effective working relationships with school personnel, families, and community partners.
- Work independently with limited supervision while following established policies, procedures, and program expectations.
- Assist in coordinating services and resources within established program budgets and guidelines.
- Utilize and connect families to community resources and supports that promote student and family stability and success.
- Attend required trainings and maintain compliance with program, school, and agency standards.
- Assist with Lakeland Family Resource Center family events, community outreach activities, and fundraising efforts to support family engagement and program sustainability.

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School to Home Liaison
Full-time position

General Requirements/Qualifications:

- Degree in Human Services, Social Services, Education, or related field preferred
- Minimum of two years of experience working in a related field preferred
- Experience working with youth, families, schools, or community-based services preferred
- Knowledge of trauma-informed and family-centered practices preferred
- Strong communication, organizational, and interpersonal skills
- Ability to work independently and collaboratively as part of a team
- Knowledge of community resources and referral systems
- Comfortable conducting home visits and working with diverse populations
- Knowledge of social media, community outreach, and basic computer software preferred
- Previous experience in a public education setting desired
- Valid driver's license, liability insurance, and reliable transportation required

Salary commensurate with education and experience level. Benefits available. Must be able to work independently with a flexible working schedule to meet the needs of each student and their families on your caseload.

This position is supported by grants and hours are based on continued funding.

Application due date: 9/1/26

Job Type: Full-time

Pay: \$20.00 - \$23.00 per hour

Hours: 40 hours per week

Benefits:

- 3% IRA match
- Flexible schedule (some evenings and weekends required)
- Paid Holidays
- Paid time off
- Health Stipend

Reports to: Executive Director

Interested candidates should submit a resume and letter of interest to Amber LaRue, Executive Director, at amber@lakelandfrc.com

**Lakeland Family Resource Center requires a background
check for all employees and volunteers.**

Why work at Lakeland Family Resource Center?

Lakeland Family Resource Center values collaboration, flexibility, compassion, and family-centered support. We are committed to strengthening families and building healthy communities through prevention, education, and connection.