

KERN COUNTY SUPERINTENDENT OF SCHOOL
REVISED/APPROVED JANUARY 2026
RANGE: 34.5
CLASSIFIED
CODE: 2, 4

FAMILY SERVICES AIDE

DEFINITION

Under supervision, the Family Services Aide will be responsible for providing linkages to parents, schools and agency(s) through collaboration efforts in order to allow multiple access points into service systems for children and families. This position requires the ability to speak and write in Spanish.

EXAMPLES OF DUTIES

Review intake referrals;
establish rapport with parent/family to share information about services which may assist the family;
refer child and family to an integrated service delivery system;
deal professionally with issues related to confidentiality, child/family records, and interagency agreements;
work with collaboratives and other agencies to provide “case management” and ongoing support to referred families;
serve as a resource to families regarding programs and services offered in the community;
maintain required case management documentation for evaluation purposes;
attend and participate in Family Advisory Support Team (FAST) meetings;
perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

English and Spanish usage, spelling, grammar, punctuation, arithmetic concepts, and legal terminology as required by the assignment;

how to access community resources including government and other community agencies.

Ability to:

Demonstrate non-judicial cultural and linguistic sensitivity;
understand and implement oral and written directions given in English and Spanish;
work effectively and efficiently with minimum supervision;
establish harmonious working relationships with parents, schools and community agency personnel;
organize, develop and maintain filing systems;
communicate clearly and concisely, in oral and written form in both English and Spanish.

Experience:

At least two (2) years of successful experience working in a school or agency providing collaborative and/or case management services.

Education:

High school diploma or equivalent.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

MG: rn

1/8/2026

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