

TITLE: FOSTER YOUTH AND HOMELESS STUDENT LIAISON

JOB GOAL: Under the general supervision of the Executive Director of Student Support Services, will be responsible for the development of District-wide services and programs to enhance educational success for Foster Youth and Homeless students while supporting social, emotional, behavioral, and mental health needs. Act as a liaison between schools, caregivers, parents, educational right holders, group homes, and other agencies. Position assesses students and families; interprets laws relating to homeless students and foster youths; works as a team member to develop intervention strategies; provides case managements; monitors student progress; and makes referrals. This position also acts as a resource to school staff and conducts related training and interacts and coordinates with key homeless service providers and foster youth agencies. The position works to improve coordination between community services organizations, government agencies, housing, shelters, schools and the school district, to best meet the needs of homeless students, foster youths, and families.

QUALIFICATIONS:

Knowledge of:

1. Physical well-being, stress management, and preventive practices.
2. Public and private mental health systems, structures, programs, services and resources.
3. School District and site operation procedures.
4. Counseling strategies and techniques for children and adolescents.
5. Threat/risk assessment: crisis intervention
6. Positive Behavioral Intervention and Support (PBIS) and Restorative Justice Models
7. Local, state, and federal laws, mandates and regulations including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights Privacy Act (FERPA)
8. Program development for professional learning (staff), community education, and student outreach and education
9. Educational expectations based on the California Content Standards
10. Survey development and outcome research

Ability to:

1. Coordinate multiple overlapping systems.
2. Work collaboratively with multi-disciplinary teams.
3. Coordinate and work collaboratively with individuals and teams of school/District, agency and community professionals.
4. Assess needs (through surveys and other metrics) and develop, implement, and evaluate programs established to meet those needs.
5. Utilize culturally-relevant practices with diverse student and family populations.
6. Select, implement, evaluate and oversee programs for students, staff, parents and the community.
7. Communicate effectively, in oral and written form, with students, families, and other necessary groups and individuals.
8. Ability to engage in program-specific and District-wide research
9. Skill to utilize technology effectively: word processing, spreadsheet, SIS, database and presentation software.

Training, Education and Experience (required)

1. Master's degree or higher in education, psychology, counseling and guidance, social work, or a closely related field.
2. Successful experience in working with Foster Youth/Homeless Students in a school district setting.
3. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and maintain such insurability during the course of employment.

Training, Education and Experience (desired)

1. Supervisory experience of students and staff.
2. Program development and implementation experience.

REPORTS TO: Executive Director of Student Support Services or Designee

ESSENTIAL FUNCTIONS:

1. The position requires decision-making and problem-solving with an understanding of local, state, and federal laws and mandates related to Foster Youth and Homeless students.
2. Trains, guides, and consults with staff on the implementation of educational programs for Foster Youth and Homeless students impacting educational, social, emotional, behavioral, and mental health needs.
3. Serve as the primary liaison and coordinator working with District counselors/advisors, school psychologists, community liaisons, student outreach specialists, school/District administrators, teachers and other faculty and staff.
4. Coordinate student services with the ability to lead and collaborate with individuals and groups.
5. Participate in the development and implementation of Positive Behavioral Intervention and Support (PBIS) and Restorative Justice.
6. Participate in crisis response and threat and risk assessment teams, as needed.
7. Makes accurate and timely decisions.
8. Handles all matters in tactful, courteous, and confidential manner.
9. Manages time effectively, maintains records of services, and communicates with pertinent stakeholders.
10. Meets regularly with program and school site staff to ensure program quality and compliance.
11. Communicates any adjustments, changes, or maintenance of a variety of records, logs, and files to appropriate supervisory staff.
12. Performs other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.

PHYSICAL ABILITIES (continued)

7. Able to lift up to ten pounds frequently, and twenty pounds occasionally.
8. Able to carry up to ten pounds frequently and twenty pounds occasionally.
9. Able to push and pull objects weighing up to forty pounds.
10. Able to exhibit full range of motion for shoulder external rotation, internal rotations, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
11. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 210 day work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel.

Approved by: Board of Education

Date: September 8, 2016

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS
AN EQUAL OPPORTUNITY EMPLOYER AND
A TOBACCO-FREE, DRUG-FREE WORKPLACE