POSITION DESCRIPTION

TITLE: Liaison for Students in Transition (Homeless)
LOCATION: District-wide
REPORTS TO: Manager Title I/LAP
DEPARTMENT: Title I, A/LAP

SUMMARY STATEMENT:
This individual is responsible for the coordination and facilitation of services to students in transition (homeless), including: directly supporting students and families to assess need and available resources, facilitating community and agency support; establishing a data base for reporting impact; collaborating with school personnel, community agencies, students and families. The Liaison will provide support to building-identified liaisons regarding questions and clarifications of eligibility, as well as collaborate with school teams to facilitate services that are beyond the current capacity of the school site. The Liaison will plan and conduct annual required training to all pertinent staff, as well as ongoing need-based professional development. The Liaison will provide school personnel, students and families support in meeting needs that include, but not limited to, clothing, food, shelter, on-time graduation assistance, career and college planning, extracurricular activities and/or other educational offerings, healthcare, and other supports as outlined in the McKinney Vento Homeless Education Act and in accordance with the Washington State Homeless Student Stability Grant.

ESSENTIAL FUNCTIONS:
1. Communicate and collaborate effectively with staff, students, community partners and agencies, and the general public in person, via telephone, e-mail, and in writing.
2. Provide consultation and facilitation service to school personnel in assessing and meeting the needs of students and families who meet program eligibility, collaborating with key stakeholders to coordinate services.
3. Provide supplementary case management services to students and families whose needs are beyond the current capacity of school site management.
4. Provide outreach to better identify and support students and families in transition, including unaccompanied homeless youth (UHY).
5. Maintain and enhance partnerships between the school district, community, local businesses and agencies to implement service delivery.
6. Facilitate resource acquisition and access to all school resource centers, clothing closets and food pantries.
7. Support schools in assessing the economic, behavioral, and emotional needs of students and families and provide resource information and referral; provide support in navigating through available resources.
8. Compile and prepare data required for reporting to the Office of Superintendent of Public Instruction, specifically including surveys and data points that indicate impact of services and program structure.
9. Collaborate with Federal Programs administration to remain abreast of programming and partnership developments, as related to service provision for students and families and transition.
10. Work effectively with in-district and regional transportation services to ensure timely initiation and continuation of transportation for students.
11. Represent and uphold district programming and initiatives in regard to students and families in transition.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Participate in staff development opportunities appropriate to the position as they become available.
PHYSICAL DEMANDS REQUIRED:

- Vision (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Standing (33-66%)
- Sitting (33-66%)
- Acceptable Attendance
- Writing (66-100%)
- Walking (33-66%)
- Stooping/Bending (33-66%)

MENTAL DEMANDS REQUIRED:

- Confidentiality (66-100%)
- Problem Solving (66-100%)
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Written Communication (66-100%)
- Constant Interruptions (66-100%)
- Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
PC, telephone, photocopy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Bachelor Degree in Social Work or a related field; or a minimum of three full years of equivalent work experience.
2. Experience working with diverse socio-economic populations.
3. Knowledge of, and experience working with, community agencies and programs to support students and families experiencing homelessness.
4. Demonstrated ability to communicate effectively both orally and in writing, including preparation of presentations and correspondence.
5. Demonstrated ability to work in cooperative, collaborative, effective and adaptive teams and groups of people (e.g., students, staff, community partners and agencies).
6. Strong work management skills, with the ability to handle multiple assignments and meet tight timelines.
7. Strong organizational skills.
9. Knowledge of data systems.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: __________________________________________ Date: __________________________

District: __________________________________________ Date: __________________________

New
Revised Date: 11/15/2017
Classification: Professional Technicians (PSE)
Class: Class VI
Display on Web? Yes

Liaison for Students in Transition (Homeless)