

## MODESTO CITY SCHOOLS

### JOB DESCRIPTION

#### HOMELESS/FOSTER YOUTH TECHNICIAN

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##### **DEFINITION:**

Under the direction of the Director-State & Federal Programs, perform duties related to the identification of Homeless & Foster Youth and related eligible services; serve as a District liaison and to other entities and agencies in meeting educational opportunities for Homeless & Foster Youth; coordinate the training for District staff; support the needs of the homeless students and foster youth to ensure the delivery of mandated services to facilitate students' attendance and access to appropriate education; interpret laws relating to homeless students and foster youth; provide case management and makes referrals; develop and maintain effective working relationships with students, parents, community groups and social service agencies.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve as a technical advisor on homeless education and foster youth issues, practices, and state and federal legislation.
- Assist site staff with the identification of homeless students and maintenance of ongoing documentation concerning the residency status of identified students; provide case management for eligible students, parents and families.
- Serve as a District liaison among schools, home, and community agencies concerning the identification and needs of homeless students, foster youth and their families.
- Assist families in enrolling children into District schools and eligible programs such as free and reduced meal programs, after-school programs, vocational and technical education, English Language Learner and related programs.
- Plan and assist homeless children with transportation, school supplies and other supports to meet student needs and enhance educational effectiveness of an assigned program; ensure compliance with Homeless & Foster Youth laws, program rules and regulations; monitor student's accessibility to eligible services.
- Maintain communication with parents by telephone, home visits and mail as required to obtain parent signatures and verify residency; maintain confidentiality of sensitive and privileged information; conduct home visits as necessary; deliver supplies, referrals, bus passes, backpacks and other supplies to families.
- Gather and track data on homeless students and foster youth; maintain records on students served including grade level, school, referral process, and specific services provided; generate spreadsheets and queries.
- Develop and maintain effective working relationships with students, parents, community groups, and government, housing and social service agencies to best meet the needs of homeless students, foster youths, and families.
- Represent the District at a variety of school and community meetings; attend a variety of meetings, conferences, seminars, and workshops to increase awareness of homeless education and foster youth resources, programs, activities, and materials.
- Prepare and deliver oral presentations as requested; plan and conduct professional development trainings for staff to explain the Homeless & Foster Youth program principles, laws and regulations; attend SARB and SART meetings as required.
- Perform a variety of clerical duties including typing, data entry, answering telephones, sending and receiving emails; duplicating materials and preparing correspondence.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

##### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: graduation from high school and two years of experience working in an instructional or community service program or related field.

### **Licenses and other Requirements**

- Valid California Class C Driver's License.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

## **DESIRED QUALIFICATIONS:**

- Associate's degree with course work in human services, social work, psychology and sociology.
- Three years relevant experience working in educational settings or with at-risk populations.
- Fluent in English and a designated second language.

### **Knowledge of:**

- Basic understanding of State & Federal legislation regarding homeless/foster youth.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of identified children.
- Principles of training and providing guidance to staff related to assigned program.
- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic understanding of database systems and creating spreadsheets.
- Homeless/foster youth enrollment policies, procedures and process.
- Basic understanding of student information systems
- Basic interviewing principles and techniques.
- Methods and techniques of public relations.
- Public speaking techniques.
- Operate a variety of standard office equipment including a computer and assigned software.

### **Ability to:**

- Learn and understand objectives and functions homeless & foster youth programs.
- Coordinate and implement homeless student and family services activities and programs.
- Train and provide guidance and direction related to assigned program
- Perform liaison duties between schools, students, parents, families and outside agencies.
- Provide community resources and referrals to social services agencies.
- Learn, apply and explain applicable laws, policies, procedures, rules and regulations.
- Plan, organize and implement homeless student and family services activities and programs.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Communicate effectively both orally and in writing.
- Refer students and families to various community programs and resources as appropriate.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare reports.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Create and maintain spreadsheets and generate queries.

- Prioritize work.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor office environment.
- Driving a vehicle to conduct work.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Walking.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 6/10/14**

**Unit Approved: 12/17/14**

**Board Approved: 1/20/14**

**FLSA Status: Non Exempt**