

# Wahluke School District

## Homeless Liaison/Grants Assistant (511)

### JOB POSTING

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#### Job Details

Posting ID

511

Title

Homeless Liaison/Grants Assistant

Description

**WAHLUKE SCHOOL DISTRICT**  
**JOB SUMMARY AND DESCRIPTION OF TASKS**

**Position:** Homeless Liaison/Grant Department Assistant

**Reports to:** Grants Manager, Director of Curriculum & Instruction

**Basic Function:** Anticipated that the work load time will be divided equally between the two primary designations. Coordinate and implement the overall District Homeless Youth program. Ensure that homeless children and youth in the Wahluke area communities are identified. Ensure that youth receive educational and other appropriate services for which they are eligible. Inform parents of homeless children of educational and related opportunities. Coordinate with other appropriate service providers. Serve as liaison to Foster Care program. Provide clerical, organization, fiscal, and data entry and analysis assistance to the grants department. Position is 8 hours per day. Flexibility in daily work hours to accommodate needs of youth and families. Year around position.

**Typical Work:**

- Ensure that homeless students are identified and enroll in and receive equal opportunity to succeed in school
- Assist children and youth who do not have immunizations or medical records in obtaining necessary records.
- Ensure that homeless families, children, and youth receive educational services for which they are eligible, including free school meals: preschool programs, referrals to health and other appropriate services. Carry out the resolution of disputes, ensuring that they are mediated in accordance with the state's dispute resolution process.
- Facilitate transportation arrangements, including the provision of transportation to and from the school of origin.
- Review local policies that impact homeless children and youth and determine potential barriers that may need to be resolved.
- Ensure that the parent or guardian of a homeless youth, and any unaccompanied youth, is fully informed of all educational rights.
- Post the educational rights of homeless children and youth in all schools and areas in the community.
- Inform school personnel, service providers, and advocates who work with homeless families and youth about the duties of the local liaison.
- Collaborate with the State, community service providers, and school personnel responsible for the provision of education and related services.
- Assist unaccompanied homeless youth in school enrollment and placement decisions.
- Collect data on homeless children and youth in order to analyze and provide information as requested.
- Submit required reports in an accurate and timely manner.
- Provide professional development for school staff to build awareness of the needs of homeless students, legal responsibilities of the school, and remove barrier and expedite services.
- Provide outreach to community service providers through presentations, announcements, and dissemination of relevant resources.
- Participate in community task forces and agency advisory committees to create awareness of the needs of homeless children.
- Must work with youth and families in an empathetic, caring manner.
- Collect a variety of data and enter in various computer/web-based tracking systems to be used for grants department compliance, and accountability.
- Complete requisitions and orders following the Grants office procedures and practices.

- Assist in the compilation and organization of department information. Maintain records and files to meet District, State, and Federal records requirements.
- Serve as Foster Care Program Liason
- Other related duties as required.

#### **Qualifications:**

- High School Diploma required.
- Bilingual Spanish required.
- Experience working in the school system; as a social worker, counselor preferred.
- Successful experience with program coordination preferred.
- Knowledge of homelessness and its challenges for families, children, and youth preferred.
- Knowledge of community resources for homeless children and families.
- Experience working with children and families.
- Familiarity with school budgeting systems and Ste data collection systems helpful.
- Attitudes and characteristics that with establish trust with homeless children and families.
- Ability to diffuse and resolve conflicts.
- Ability to successfully organize multiple projects and manage multiple tasks.
- Proficient in the use of technology and ability to quickly learn new computer systems and formats used in the collection and reporting of data.
- Proficient at computer data entry and data management.
- Knowledge of office procedures in order to complete assigned tasks.
- Excellent organization skills.
- Excellent verbal and written communication skills.
- Ability to solve practical problems and deal with a variety of situations where only limited standardization exists
- Ability to work cooperatively and effectively as a team member, and to flexibly adapt to work styles of multiple team members.
- Must be willing to maintain and protect confidential reports and records.
- Willing to take directions, follow policies and procedures.
- Self-directed, success oriented individual.
- Ability to prioritize tasks within parameters given by supervisor.
- Expected to attend work as scheduled. Expected to model appropriate professional behavior.

The Wahluke School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, sex, sexual orientation including gender identity or expression, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, age, or honorably discharged veteran or military status. This holds true for all programs and services. The District provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Equity and Civil Rights/Title IX Director and/or Section 504/ADA coordinator, Teri Davison at (509)932-4565.

<i>Shift Type</i>	<b>Full Time Year Around</b>	<i>Salary Range</i>	<b>\$16.00 to \$19.00</b>
<i>Salary Code</i>	<b>Per Hour</b>	<i>Job Category</i>	<b>Support - Non Instructional</b>
<i>External Job Application</i>	<b>Classified-General</b>	<i>Internal Job Application</i>	<b>Internal - Classified</b>
<i>Location</i>	<b>Wahluke District-Wide</b>	<i>Posting Status</i>	<b>Filled</b>
<i>Minimum Qualifications Screening</i>			

#### **Job Application Timeframes**

<i>Internal Start Date</i>	<b>09/22/2017</b>	<i>General Start Date</i>	<b>09/29/2017</b>
<i>Internal End Date</i>		<i>General End Date</i>	

#### **Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		
<b><u>Alternate Job Contact</u></b>			
<i>Name</i>		<i>Title</i>	
<i>Location</i>		<i>Phone</i>	
<i>Email</i>			
<b><u>References</u></b>			
<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Classified Survey</b>