

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FOSTER AND HOMELESS YOUTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Coordinator – Homeless & Foster Youth Educational Services, performs a wide variety of specialized and technical duties in support of the Foster and Homeless Youth Services Program of the Santa Clara County Office of Education.

Youth Services Specialist position must be able to perform policies and procedures with limited supervision. The Foster and Homeless Youth Services Specialist position requires initiative, accuracy, organizational skills, research skills, and the ability to support program changes and legislative updates, respond to requests for information, analyze educational data for reports and collaborate with partners re

coordinating internal operations as well as those with community partners and performing public relations, special event coordination and/or professional development