

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: HOMELESS YOUTH SPECIALIST

BASIC FUNCTION:

Under the general direction of the Supervisor Foster Youth Services, the Homeless Youth Services Specialist assesses and supports the needs of students and their families who are experiencing homelessness and ensures the delivery of mandated services to facilitate students' attendance and access to appropriate education. The Homeless Youth Specialist interprets laws relating to students experiencing homelessness, works as a team member to develop intervention strategies; provides case management and monitors student progress, makes referrals, acts as a resource to students, families and school staff, conducts related training, coordinates with key homeless service providers within a framework of standard policies and procedures. The Homeless Youth Services Specialist requires initiative, accuracy, organizational and research skills, and ability to implement strategies to support program changes and legislative updates respond to district staff and collaborate with partners regarding program parameters and mandates when appropriate.

REPRESENTATIVE DUTIES:

ESSENTIAL/TYPICAL DUTIES

Interprets laws relating to homeless students and ensures the delivery of mandated services

Assesses students identified as homeless and makes visits to living areas/shelters to assess the family environment

Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans such as those that address social/emotional and academic needs

Implements case management services (including individual and group counseling); monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed

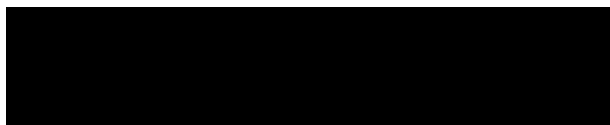
Serves as a liaison between schools and agencies/facilities such as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students

Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services

Acts as a resource to school administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record keeping requirements

Researches and evaluates data to assess resources for appropriateness and effectiveness and develop appropriate intervention strategies

Conducts ongoing meetings with countywide homeless liaisons for the purpose of providing support, information regarding legal updates and facilitating process development based on



identified needs

Provides training for school staff on school laws as it relates to students experiencing homelessness and recommends strategies for supporting the needs of these students

Problems solves and engages conflict resolution when necessary

Maintains necessary records ensuring confidentiality of students and their families and prepares related reports

Models nondiscriminatory practices in all activities

Assists staff with internal functions and process

Participates in department meetings and collaborative community meetings; facilitates and co chairs committees as assigned

Operates standard office equipment including computer, calculator, fax, copier, printer, and other related peripheral equipment

Effectively uses word processing, database, and spreadsheet software application programs in the course of assigned duties

Other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal mandates, regulations, policies and laws pertaining to students experiencing homelessness

Local resources that support students experiencing homelessness

Community demographics

Proper English, grammar, punctuation, vocabulary, and composition

Child Welfare agency and local school system infrastructures

Barriers that impact the educational success of students experiencing homelessness

PowerPoint presentation creation

Computer software, such as word processing, database, and spreadsheet applications

Conflict resolution techniques

ABILITY TO:

Interpret and apply policies, laws, rules, regulations and objectives of the County Office of Education and the specific requirements of programs/projects

Use general and specialized software applications to support program

Analyze data and effectively present in appropriate format according to audience

Apply research methods and techniques

Evaluate and compile data from multiple sources, write research reports and prepare summaries, charts and presentations

Learn the operations, procedures, policies, and requirements of the program and effectively apply them in a variety of situations with good judgment

Recommend appropriate resources and exercise critical thinking when assessing the needs of students experiencing homelessness, school districts and community partners

Communicate effectively and tactfully in both oral and written form

