

**HOMELESS/FOSTER YOUTH LIAISON**

(Bilingual Spanish Preferred)  
Grade 14

**Purpose Statement**

The job of Homeless/Foster Youth Liaison is done for the purpose/s of serving as a liaison for students identified as foster youth and/or homeless youth residing in the Saugus Union School District; assisting in closing any educational achievement gaps by identifying and problem-solving school related issues; connecting youth and their families to community resources and services; operating as an educational liaison with the student's social worker; and serving as liaison with other public and private agencies.

This job reports to Director of Student Support Services

**Essential Functions**

- Acts as a liaison between a variety of stakeholders (e.g., schools, home and community agencies, etc.) for the purpose of identifying homeless students, foster youth, and their families while facilitating access to resources.
- Assists District and school staff with the identification of homeless students and maintenance of documentation of residency status for the purpose of ensuring all school age children are in school and receiving an education.
- Compiles a variety of information (e.g., contact information, resources available, progress reports, etc.) for the purpose of developing recommendations and/or conveying information.
- Coordinates intervention services between stakeholders (e.g., families, community agencies, District staff, teachers, etc.) for the purpose of meeting the needs of client-families while ensuring program and District goals are achieved.
- Facilitates a variety of events (e.g., annual event for foster families, on-site fairs, etc.) for the purpose of promoting family engagement in the program.
- Maintains a variety of documents, files, and records (e.g., daily log of activities, program participation, progress, referrals, etc.) for the purpose of providing required information and documentation.
- Orients students and families (e.g., school enrollment, community resources, etc.) for the purpose of establishing familiarity with program, services, and required processes.
- Participates in a variety of meetings (e.g., unit meetings, community agency meetings, in-services, etc.) for the purpose of conveying and/or gathering information necessary to the performance of the job.
- Plans staff development activities related to homeless and foster-home students (e.g., federal funding for homeless programs that relate to schools, community funded programs, etc.) for the purpose of fostering government resources and developing reference lists of available government and community resources.

- Presents information on family engagement to a variety of stakeholders (e.g., District staff, teachers, etc.) for the purpose of ensuring a better understanding of the problems facing students of homeless families or foster-families and ways to overcome those challenges.
- Promotes family engagement (e.g., positive public relations for programs, family encouragement, etc.) for the purpose of increasing family and student involvement with programs while increasing awareness within the District of the goals of the program.
- Provides assistance to families of identified students (e.g., community agencies, school enrollment help, etc.) for the purpose of ensuring homeless and foster-home students are able to enroll and succeed in school.
- Responds to inquiries from a variety of stakeholders (e.g., families, students, agencies, staff, etc.) for the purpose of providing information, resources, referrals, and direction as may be required.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development; social work theories and approaches to homelessness; community resources; and federal and state education programs.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with frequent interruptions; and working with detailed information.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):** Bachelors degree in job-related area.

**Equivalency:** Bachelor's degree in related field and related experience.

**Required Testing**

None Specified

**Continuing Educ. / Training**

None Specified

**Certificates and Licenses**

None Specified

**Clearances**

- Criminal Background Clearance
- Physical Capacities Test Clearance
- Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*