

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

HOMELESS LIAISON

QUALIFICATIONS

- Master's Degree required. Major in Social Work or public school education preferred.
- Be certified or eligible for certification in School Social Work as designated by the Florida Department of Education.
- Possess current Florida Driver's License and/or have access to transportation.
- Experience working with community agencies.
- Experience working with homeless children and families preferred.
- Bilingual ability may be required per advertised vacancy specifications.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of technology support applications as related to specific job functions (e.g., word processing, spreadsheets, graphing of data, email, scoring software programs, on-line integrated data system, etc.).
- Skill in human interaction and conflict management.
- Effective skills in oral and written communications.
- Ability to plan, organize, and prioritize.
- Ability to obtain and maintain certification in SCPS-approved crisis management and physical intervention training.
- Ability to develop and maintain collaborative relationships with school personnel, students, and parents.
- Knowledge of the laws and legislation concerning the education of homeless children and youth.
- Knowledge of various community agencies serving the homeless population.
- Knowledge of specific shelter rules and policies affecting the children served.

SUPERVISION

REPORTS TO SUPERVISES Director of Federal Projects or designee
No Supervisory Duties

POSITION GOAL

Effective planning and implementation of the District's homeless program and the public funded Families in Transition Program.

PERFORMANCE RESPONSIBILITIES

1. *Collaborate with school personnel, parents, community agencies, and/or students to promote optimal learning outcomes for all homeless students.
2. *Serve as a liaison between families, Student Study Teams (SSTs), and Individual Education Plan (IEP) teams by meeting with parents/guardians in home and community environments for the purpose of assessing areas that interfere with students' capacity to receive and/or benefit from instruction among the homeless population.
3. *Assist school-level personnel in supporting student attendance by managing truancy referrals that adhere to SCPS procedures for truancy among homeless students.
4. *Participate in multidisciplinary meetings to determine the instructional, social, emotional, and/or behavioral needs of all homeless students.
5. *Provide information about the services of the school system, community agencies, and resources (including online homeless shelter directory) to homeless families.
6. *Make referrals to community agencies as necessary.
7. *Provide a Spanish speaker to assist Hispanic families with registration and referrals.
8. *Assist with the day-to-day case management of students identified as homeless.
9. *Work with school staff on the identification, enrollment, and transportation requests and support the overall needs of students in transition.
10. *Provide training to schools regarding the McKinney Vento Act and all policies and procedures related to homeless students.
11. *Provide training to school registrars on the procedures of registering homeless students.

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12. *Provide training to school counselors, school social workers, and all SCPS staff who request training regarding the social and academic needs of homeless students.
 13. *Arrange for counseling to homeless students at select shelters.
 14. *Facilitate parenting groups and/or workshops on topics of interest for homeless students and families in shelters and hotels.
 15. *Work closely with SCPS school-based homeless contacts to assist with identifying and tracking homeless students in Title 1 and non-Title 1 schools.
 16. *Provide presentations regarding homeless issues at school sites at the request of the school-based administration and/or the recommendation from the District Homeless Liaison.
 17. *Arrange visits during the work day and/or by scheduled appointments to visit homeless students and families in shelters and hotels to provide homework support, school supplies, family counseling, book bags, and gas/gift cards on a regular basis.
 18. *Contract with certified teachers to provide tutoring and academic enrichment activities for students affected by homelessness.
 19. *Ensure that homeless students are provided support to complete post-secondary school applications, job applications, scholarship opportunities, and work/study offerings.
 20. *Speak publicly to generate local awareness of and support for the Homeless Program.
 21. *Participate in professional development opportunities that are consistent with the goal of this position when requested and approved by the Director of Federal Projects or designee.
 22. Perform other duties as assigned by the Director of Federal Projects or designee that are consistent with the goal of the position.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer, printer, copier, fax machine, computer-scoring software, hand-held technology for data collection

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

T **\$44,580 - \$70,955**
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35
Annual Hours 1372

POSITION CODES

PeopleSoft Position TBD
Personnel Category 10
EEO-5 Line 40
Function 6110
Job Code 1175
Survey Code 61131

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 9, 2015

ADA Information Provided by Dewitt Lewis, Jr.
Position Description Prepared by Dewitt Lewis, Jr.