

## Union Public Schools Position Description

**Position Title:** Homeless Liaison/Social Worker  
**Department:** Federal Programs  
**Reports To:** Director of Federal Programs

**FLSA Designation:** Non-exempt

**SUMMARY:** Provides direct service to homeless children/youth and their families who reside within the District. Coordinates with student services throughout the District that includes counselors, nurses, special and regular classroom teachers, as well as District and site administrators. Coordinates outreach services in the community to serve the health, social and emotional needs of homeless children/youth and their families.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Works to prevent school difficulties by assisting homeless children/youths with their educational needs.
- Assists with immediate enrollment of homeless children/youths and provides assistance with obtaining academic and medical records.
- Assists in handling enrollment disputes.
- Informs parents, guardians, or unaccompanied homeless youths of the educational and related opportunities available to them.
- Performs services for individual students to correct social/education difficulties.
- Serves as the District's liaison with community agencies and services within, as well as outside the District to form partnerships to support homeless children/youths and their families.
- Assists homeless children/youths in accessing transportation to and from school.
- Works with Community Education to encourage family literacy programs for parents of homeless children/youth.
- Partners with the family to assess strengths/needs and assists in learning needed life skills.
- Disseminates public notice of the educational rights of homeless children/youths and the guidelines of the McKinney Vento Act in regards to defining what constitutes homelessness.
- Develops plans to empower families to meet their needs and the educational needs of their children.
- Assists and assesses families' needs with referrals and connects families to appropriate community agencies/services.
- Organizes and completes all required paperwork for documentation of homeless interventions and monitors individual student achievement.
- Assists schools with the monitoring of student attendance.
- Cooperates and seeks assistance from other District professional staff members.
- Informs and educates District educators and support employees the basic understanding of the McKinney Vento Homeless Education Assistance Improvement Act and how it applies to District homeless children/youth and their families.
- Prohibits the segregation of homeless children and youth.
- Interprets school programs to parents in order to strengthen parental understanding of the individual student's needs and the school's role in the student's life.
- Encourages parents or persons acting as parents of homeless children/youths to participate in meaningful school functions and activities.

- Maintains confidentiality.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance, including after school and/or evening activities.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**SPECIAL CONSIDERATIONS:** Accessible to homeless children/youth/parents/community members to promote and strengthen home/school/community relationships.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's or master's degree, or at least three years related experience and/or training, or equivalent combination of education and experience in family relations, social work, human relations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical periodicals, professional journals, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicates clearly with parents of young children about education and parenting issues.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of outreach/instructional programs. Ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to five years. Knowledge of constructive parenting techniques that facilitates learning.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children may be required.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately noisy in the presence of young children.