**Position**: Homeless System Navigator

**Location**: District-wide

**Requirements**:

1. Bachelor’s Degree
2. Valid Teaching License, Counselor License or Mental Health Counselor Endorsement (Preferred)

**ARP Homeless System Navigator Job Goal:**

The ARP Homeless Systems Navigator will support the LEA and school homeless liaisons in identifying homeless children and youth and providing homeless children and youth with wrap-around services and the assistance needed to enable them to attend school and participate fully in school activities. The Systems Navigator will assist the LEA and school homeless liaisons in meeting the urgent needs of children and youth experiencing homelessness, including academic, social, emotional, and mental health needs. The systems navigator will work closely with the LEA homeless liaison to ensure the LEA is in compliance with the McKinney-Vento Education for Homeless Children and Youth. The Homeless System Navigator position is supported with Federal Grant funding from the State Department of Education. The Navigator will report directly to the Director of Schools.

**Essential Functions:**

* Help families and youth access education and other services, such as shelter, utilities, housing, and rental assistance, childcare, Head Start, unemployment, and tax credits.
* Participate in and lead training on the identification of homelessness.
* Facilitate the organization of required record keeping throughout the identification and support processes, including, but not limited to, residency forms, investigation documentation, categorizing homeless situations appropriately, maintaining databases, etc.
* Help families and youth access education and other services, such as shelter, utilities, housing, and rental assistance, childcare, Head Start, unemployment, and tax credits.
* Participate in and lead training on the identification of homelessness.
* Facilitate the organization of required record keeping throughout the identification and support processes, including, but not limited to, residency forms, investigation documentation, categorizing homeless situations appropriately, maintaining databases, etc.
* Assist homeless liaisons and school leaders in determining the best interest of the child or youth, to the extent feasible to keep child or youth in the school of origin, unless it is against the wishes of the parent/guardian.
* Assist homeless liaisons and school leaders in expediting enrollment of homeless children or youth even if the child lacks records normally required for enrollment.
* Ensure information on each homeless child and youth is entered immediately in the state mandated student database.
* Coordinate community support for resources for identified homeless students under the direction of the LEA homeless liaison.
* Facilitate needs assessments of families living in homelessness under the direction of the LEA homeless liaison
* Maintain and fulfill requests from school homeless liaisons for resources or services needed for identified homeless students or families
* Assist in organizing supply closets, food pantries, hygiene kits, etc., for identified homeless students.
* Follow LEA financial procedures in obtaining resources needed by identified homeless students under the direction of the LEA homeless liaison.
* Use effective and professional communication skills when interacting with stakeholders, including families of students living in homelessness
* Notify child nutrition upon identification of homeless students.
* Assist homeless liaisons and school leaders in ensuring that transportation is provided, at the request of the parent or guardian or unaccompanied youth to and from the school of origin.
* Always maintain confidentiality and professionalism
* Any other duties as assigned by the Director of Schools

**Physical Demands**

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 20 pounds. Other physical demands that may be required are:

* Ability to prepare for assigned duties

**Temperament (Personal Traits)**

* Always maintain confidentiality and professionalism
* Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
* Adaptability to dealing with people.
* Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

**Capacity and Ability Requirements**

Specific capacities and abilities may be required of an individual in order to learn to preform adequately a task or job duty.

* Ability to write programming, implement programming and work with budgets.

**Work Conditions**

Normal working environment

**General Requirements**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.