

# JOB DESCRIPTION

## Cumberland County School District

### Family Resources Center Coordinator/Homeless and Foster Care Liaison

#### Purpose Statement

The local liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers and other service providers. Every LEA, whether or not it receives a subgrant, is required to designate a local liaison (§772(g)(1)(J)(ii)). The liaison coordinates services to ensure that homeless children and youths enroll in school and have the opportunity to succeed academically.

This job reports to Federal Programs Coordinator

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#### Functions

Local liaisons must ensure that:

- ™ Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- ™ Homeless children and youths are enrolled in, and have full and equal opportunity to succeed in school;
- ™ Homeless families, children and youths have access to and receive educational services for which such families, children and youths are eligible, including services through Head Start programs ( including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by the LEA;
- ™ Homeless families, children and youths receive referrals to health, dental, mental health, and substance abuse services, housing services and other appropriate services;
- ™ Parents or guardians of homeless children and youths are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- ™ Public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youths;
- ™ Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act;
- ™ Parents and guardians and unaccompanied youths are fully informed of all transportation services including transportation to and from the school of origin and are assisted in accessing transportation services;
- ™ School personnel receive professional development and other support;
- ™ Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087VV), and their right to receive verification of this status from the local liaison; and
- ™ Serve as the point of contact for children in foster care, meeting regularly with the Department of Children Services to ensure foster care policy compliance.

#### Other Functions

- ™ Responsible for the communication with Pleasant Hill Elementary, Crab Orchard Elementary and Even Start staff concerning referrals of families to be served by the FRC.
- ™ Schedule and/or perform workshops in areas indicated by service population need
- ™ Have working knowledge of the resources/service agencies within the community and possess interagency collaborative skills.
- ™ Serve on Interagency Council and any committees that relate to programming.
- ™ Serve as liaison to community services such as health services, Department of Human Services, mental health services, drug prevention, and intervention and treatment services for follow-up needs for families being served.
- ™ Possess flexibility in work schedule as some after-hours work is required and some out of town travel. Some public speaking would be expected.
- ™ Home visits to referred families are required

- ™ Assist in ordering and accumulating resource materials for the FRC
- ™ Ability to work with cross section of public.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet the changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: conflict resolution techniques; concepts of grammar and punctuation; office application software; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings and/or events; gather, collate, and/or classify data; and use basic, 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 standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; meeting deadlines and schedules; working with constant interruptions; and detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; often changing from one task to another of differing nature.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 25% walking, and 15% standing. The job is performed in a generally hazard free environment.

**Experience**            **Job related experience with social work background is required**

**Education**            High School diploma or equivalent

**Equivalency**            None Specified

**Required testing**

None Specified

**Certificates & Licenses**

None specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Valid Tennessee driver's license

**FLSA Status**

Non--Exempt

**Approval Date**

**Salary Grade**