

JOB DESCRIPTION

TITLE HOME SCHOOL INTERVENTION COUNSELOR
HOMELESS LIAISON

QUALIFICATIONS

To perform this job successfully, an 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/ Experience	Master's degree in Social Work, Guidance or Counseling. Experience in education and/or working with homeless. Basic computer skills required (e.g., ability to use e-mail).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Current license in social work or mental health with the State of Florida
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
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 is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk and hear. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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 usually moderate. Travel within the community both to schools and homeless sites to assess and evaluate the homeless students is required.

REPORTS TO Executive Director Student Services

GENERAL RESPONSIBILITIES

1. Coordinates services for homeless students throughout the county.
2. Works closely with homeless students and their families to develop and implement an assistance plan to provide students with services that will enhance their academic and personal achievement.

SPECIFIC RESPONSIBILITIES

1. Conducts parent/care giver interviews and conferences in order to develop a comprehensive social-development history on each student referred for homelessness.
2. Coordinates parent/family education and training activities. Facilitates parent education in response to homelessness.
3. Assists school administration to develop strategies to assess the student's ability to learn in a homeless circumstance. Also helps to identify other factors that may affect the student's performance/behavior in the classroom.
4. Refers homeless students to appropriate health and/or educational service providers.
5. Provides individual parent/family counseling and service referrals to community agencies and resources as needed.
6. Tracks students' progress and coordinates supplemental support services as needed.
7. Serves as the liaison with school personnel to help educate staff members to provide students with better access to services in a timely manner.
8. Assists with the preparation and provides data to support annual grant for homeless.
9. Works with community agencies to provide support and services to homeless students.
10. Maintains homeless student database.
11. Coordinates support and services for homeless students with each school's Homeless Liaison.

12. Performs other duties as assigned.