

JOB DESCRIPTION

TITLE RECRUITER/HOME SCHOOL LIAISON
FEDERAL-MIGRANT

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	High school diploma or general education degree (GED) required. Must have an understanding of group/team work and collaborative skills. Ability to work with limited direct supervision and possess the skills to be self-motivated and focused on daily tasks. Ability to interview potential migrant clients and complete legal certification forms with accuracy and efficiency and maintain confidentiality of all information. Ability to use standard office equipment including telephone, computer, copying machine and calculator. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, employees or organizations. Bilingual (English/Spanish or Creole) is required.
Mathematical Skills	Ability to add and subtract two digit numbers and to multiply and divide using whole numbers. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Certificate/License	CPR/First Aide
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in situations where only limited standards exist.
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 talk and hear. The employee is required to sit; stand and walk; use hands to finger, handle or feel; and reach with hands and

arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and 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. While performing the duties of this job, the employee is often exposed to outside weather conditions. The noise level may range from quiet farmland, to busy street sounds, to heavy packinghouse machinery noise.

REPORTS TO

Director of Federal and State Grants

GENERAL RESPONSIBILITIES

1. Provides services in identifying and registering targeted children and providing information and guidance on social services for the family.

SPECIFIC RESPONSIBILITIES

1. Assists with screening, identification and registration of target migrant children and out-of-school migrant youth. Identification and recruitment process may require evening and/or weekend work responsibilities.
2. Establishes and maintains a file of community resources by listing names of agencies, organizations and/or individuals; the nature of services provided; and the qualifications necessary to obtain services.
3. Recruits target students, and out-of-school youth, typically in the recruiter's school of assignment.
4. Assists target families in obtaining health and social services not provided by the school or other Federal State Grant (FSG) staff.
5. Assists and participates in staff development activities and meetings.
6. Transports target students to their home/work, or to medical appointments with a parent, if not provided by other school or FSG staff.
7. Operates vehicles assigned by the program and participates in yearly update training to maintain a Commercial Driver License.
8. Completes training in CPR/First Aid every two years.

9. Refers health issues to school officials and assists school official with available dental and vision services for migrant children.
10. Attends meetings, workshops or conferences as requested by FSG staff.
11. Participates in parent conferences and/or home visits of target students upon request of school personnel if no other school or FSG staff is available.
12. Assists migrant families in times of emergency with social support services or referral to those services.
13. Coordinates with local growers, crew leaders and social services agencies to establish possibilities for recruiting migrant youth.
14. Performs other duties as assigned.