

## **Homeless Coordinator**

**JOB TITLE:** Part-time Homeless Coordinator

**QUALIFICATIONS:** Possess a minimum of a Bachelor's degree from an accredited university. Possess a minimum of three years of social work or equivalent experience and training. Such alternatives to the above qualifications as the Board of Education and/or Superintendent may find appropriate and acceptable. Possess the experience & ability to function in a variety of word processing, spreadsheet and database software programs.

**LENGTH OF CONTRACT:** 162 days

**REPORTS TO:** Assistant Superintendent

### **ESSENTIAL JOB FUNCTIONS:**

1. Develop and plan a comprehensive program for homeless children, youth and their families. Develop policies and procedures for enrolling homeless children and youth.
2. Assist the homeless student's parents in locating and using health, educational, and social service resources.
3. Make visits to the shelters and gather data to assist and enable district staff to better meet the needs of students.
4. Make school visits to confer with building level coordinators regarding students' progress and welfare to assist them with social adjustment and transition.
5. Work cooperatively with shelter staff to assist students with adjustment.
6. Provide input on each homeless student's social history and welfare, overall diagnostic and individualized program, including referrals to outside agencies, remedial education and other services.
7. Maintain appropriate records and files for adequate case management.
8. Work closely with community outreach agencies and public health, welfare and social services agencies who work with and for schools and students to ascertain additional social services.
9. Maintain and continually update a directory of referral services to be utilized in crisis situations affecting program students such as child abuse, family crisis, family displacement, unemployment, and chemical abuse.
10. Utilize case and team management practices by working closely with all district staff.