

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: FOSTER YOUTH AND HOMELESS SERVICES OUTREACH SPECIALIST

BASIC FUNCTION:

Under the general supervision of a program specialist, acts as a liaison between the courts, social workers, probation, foster and homeless care providers, school districts, SELPA, and other educational agencies to ensure that the educational needs of foster and homeless youth are being met. Gathers education and health records of students, and assists in the transition of students into the least restrictive environment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Advocates for students' educational needs by assisting in the coordination between schools, placement agencies, courts, social workers, SELPA and other educational agencies.

Maintains a regular schedule of visits to student's school and foster care placements and identified residences.

Maintains a daily log relating to specific activities/visits with each student.

Collaborates with schools to ensure consistent school attendance by student.

Gathers education and health records of students and follows up with schools to maintain complete records on students in the foster and homeless youth services program.

Assists in the preparation of written and oral reports; maintains student program records and documentation.

Refers students to mentoring, tutoring, and counseling as needed.

Facilitates the transfer of the education and health records for each foster and homeless youth.

Assists foster and homeless youth with transition services such as vocational training, emancipation services and training for independent living.

Assists foster and homeless youth with mainstreaming into a public school setting.

Assists in providing advocacy training for program and foster and homeless care providers.

Participates in collaborative meetings to benefit foster and homeless youth.

Works as an advocate for foster and homeless youth by serving as a liaison between schools, foster and homeless care provider, placement agencies and other organizations involved with foster and homeless youth.

OTHER DUTIES:

Assists the program specialist in working with districts and schools to ensure appropriate placement of students into schools; participates as a member of IEP teams as appropriate; provides coordination, consultation, and program development in areas identified to support educational needs of foster and homeless youth; gathers education and health records of students and follows up with schools to maintain complete records on students in the foster and homeless youth services program; assists in the planning and organization of meetings among staff involved in foster and homeless youth services; assists with training and workshops in areas of responsibility; maintains knowledge of current laws and regulations pertaining to education and foster and homeless youth; may assist in preparing reports for social services and/or the courts; maintains records and documentation; performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Record-keeping principles and practices; the organization and operations of Foster and Homeless Youth Services program; operations and support services provided by schools; federal and state regulations and laws affecting foster and homeless children, including children with special needs; the link between social services, the court, placement and educational agencies.

Skilled in developing and making oral presentations to groups and organizing work activities.

Ability to establish and maintain rapport with those contacted in the course of work; communicate effectively orally and in writing; establish effective working relationships with individuals contacted in the course of work, or varied cultural/ethnic groups.

ABILITY TO:

Work effectively with foster and homeless youth.

Operate a computer and related software.

Maintain effective relationships with individuals contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities. A typical way to obtain the knowledge, skills, and abilities would be: educational program or experience in recreation, psychology, human service, health, child development or education. Experience with group facilitation. Experience working with high risk students in foster, residential or group homes. Education equivalent to an AA degree.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoors.

Traveling from site to site as required by position.

PHYSICAL DEMANDS:

Manual dexterity.

Ability to carry up to 20 pounds.

Ability to travel to multiple sites.

Sit, stand or walk alternately for up to 8 hours per day.

Hearing and speaking to exchange information.

June 2019