

# Smith County Board of Education

## Job Description

---

### Homeless Liaison

#### **JOB SUMMARY**

- Position is responsible for supporting the needs of the homeless student population and ensuring the delivery of mandated services to facilitate the student's attendance and access to appropriate education.
- Position assesses students and families; interprets laws relating to homeless students; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals.
- Position also acts as a resource to school staff and conducts related training.

#### **JOB SPECIFICATIONS**

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, who are otherwise qualified, to perform the essential functions.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS & ABILITIES REQUIRED)**

- Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.
- Must possess a demonstrated knowledge and understanding of school law as it relates to homeless students; intervention strategies; and referral sources.
- Must possess excellent assessment, case management, interpersonal, and communication skills.
- Must possess the ability to interpret homeless law; provide support activities for students and their families; and conduct training to staff.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Duties are performed in various environments to include in an office environment, at school sites, at homeless shelters, and in the community with no unusual physical demands.
- Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community.
- While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential.

- The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions.

### **ESSENTIAL FUNCTION/JOB DUTIES**

- Interprets laws relating to homeless students; and ensures the delivery of mandated services.
- Assesses students identified as homeless and makes visits to living areas/shelters to assess the family environment.
- Collaborates with school staff to develop interventions for students identified as homeless and develops individualized service plans.
- Implements case management services (including individual counseling); monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.
- Serves as a liaison between schools and such agencies/facilities as homeless shelters, social services, court services, and the police department to coordinate assistance for homeless students.
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
- Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding homeless students, interpretation of homeless/school attendance policies and laws, and record-keeping requirements.
- Conducts training to school staff on school laws as it relates to the homeless student population; and recommends strategies for supporting the needs of these students.
- Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
- Models nondiscriminatory practices in all activities.
- Performs any other related duties as assigned by the Superintendent.

### **GENERAL REQUIREMENTS:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.